

CURRICULUM VITAE

Anchang Byron Ful

Email: byronyuh@gmail.com

Phone: +237 653 058 927

Summary

I am a flexible and creative person, able to multitask and follow instructions, executing them in the best possible way. With up to two years of work experience, I understand the importance of communication and collaboration. I am a positive thinker and I helped to motivate my team mates perform their duties better in my previous position by constant reminders of how important it will be to complete a task and its benefits. I have been commended for being punctual, always up to date with my assignments and able to propose possible solutions to problems.

Experience

Social Welfare Officer, Administrative assistant

Health Development Consultancy Services (NGO) Bamenda - (HEDECS) January 2022 till present,

Task performed

- Sensitization on dangers of HIV prevention
- Assisting in preparation of scheduled meetings
- Submitting and reconciling reports
- Maintaining contact list
- Backing up information and data
- Working with team to organize and mobilize campaigns
- Completing required paper work on time

Management Assistant

Jua hotel Bamenda, February 2021 to August 2021

Task performed

- Answering questions and marketing the company's products or services
- Processing orders and transactions
- Resolving issues and troubleshooting technical problems
- Handling customer complains, collecting and analyzing feedback

3 Months Voluntary Service as clerk with Njinikom council

- Assisting with developing appropriate documentation
- Experiencing, understanding and follow up of council budget

2 months internship at Ashing Cooperative Credit Union (ACCUL)

- Attending to customer needs in reception
- Daily collection and Advertisement
- Assist in processing loan files

Education

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|-----------------------------------------|---------------------------------------|
| • BTECH Management 2019 | University of Bamenda (UBa) |
| • HND in Business Management 2018 | University of Bamenda (UBa) |
| • GCE Advanced level 2016 | Government Bilingual High School Belo |
| • GCE Ordinary level 2016 | Government Bilingual High School Belo |
| • First School Leaving Certificate 2010 | Government Bilingual School Belo |

Skills

- Able to resist pressure and work for long hours
- Organized and able to propose solutions to problems with a sense of responsibility
- Interpersonal skills and the ability to relate with people cordially
- Able to communicate effectively with attention to details when listening
- Innovative and willing to learn and engage at all times
- Patient and ready to volunteer and take internship opportunities to develop
- Punctual and enthusiastic
- Basic IT skills and Microsoft Office tools like Word, Excel and Publisher
- Sales and marketing experience on personal small business selling sports accessories

LANGUAGE

English- Good

French- Fair

HOBIES

Research and content creation

Sports and music