

Wandeu Bibych Christelle

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Address: Kotto - Douala, Gender: Female, Nationality: Cameroonian

About Me

Adaptable professional committed to accuracy and adept at handling complex functions in a timely, efficient manner while adhering to generally accepted practices. My objective is to secure a responsible career opportunity to fully utilize my skills while making a significant contribution to the success of my employer.

Work experience

Trainee (Protocol and Public Relation)

August 2023 — September 2023

BEAC Douala

- Plan, Develop and Implement Public Relation Strategy for the Bank, Managing and optimizing the payment of invoices, organize and direct workflow, operations, and employees to meet company goals.
- Commissioning market research from Public Relation perspective, create and maintain a positive public image for our bank
- Sort mails, make copies, maintain calendars for appointments, plan travel arrangements for workers on mission and maintains absolute security
- Creation of protocol standards that uphold excellence and ensure agents display politeness and respect.

Manager

May 2017 — 2023

BABY CATER

- Responsible for achieving all targets set by the business plan, actively contribute to business development including identifying opportunities, build external networks to understand market trends and competitor activity to maintain a competitive advantage
- Gather insights from customers, the maternal health landscape to inform decision making, prioritization and strategy, develop and maintain excellent relationships with all internal & external stakeholders to build a collaborative working environment
- Develop a comprehensive budget and perform periodic budget analyses

Sales Executive

January 2016 — April 2017

WISE COMPUTER (MTN PARTNER)

- Analyzed results and created marketing strategies, prospected and performed sales reporting and negotiated sales contracts, maintained accurate records, worked towards monthly or annual targets
- Set sales goals and developed sales strategies, contacted potential and existing customers on the phone, by email, and in person
- Handled customer questions, inquiries, and complaints, prepared and sent quotes and proposals

E-Commerce Team lead

September 2014 — January 2016

SIMPLEX POINT

- Planned and created partnerships with MAHIMA, CASINO & DOVV to upload and sell their products on our e-

- Commerce platform; carried out market surveys, created marketing strategies and performed sales reporting Trained Marketers on our online platform, retained customers, registered items and customers on our online platform,
- Proposed the company's services to the Cameroon diaspora via virtual channels

Accountant / Secretary

July 2013 — May 2014

INFOTECTH SARL - YAOUNDE

- Prepared all invoice/proforma of the company, followed up overdue debts by monitoring recoveries, finance controlling, coordinated marketers to target areas for prospection, also analyzed financial results and created marketing strategies
- Managed the daily/weekly/monthly agenda and arranged new meetings and appointments, prepared and disseminated correspondence, memos and forms
- Received and directed all incoming calls, ensured competitive intelligence and went the extra mile to retains customer

Trainee Finance Associate

June — October 2012

RURAL INVESTMENT CREDIT (RIC) S.A - YAOUNDE

- Prepared financial statement, drew a balance sheet, updated transaction, created Journals for control, controlled operations every morning, did book keeping, controlled liaison transaction
- Prepared Bank Reconciliation statement, opened different accounts, promoted the different products of the bank, received and processed payment of cash, issued receipts; also educated customers on how to fill cheques, slips and other basic tasks

Education

Professional Bachelor's Degree in Banking & Finance

— June 2014

SIANTOU UNIVERSITY INSTITUTE - YAOUNDE

HND in Banking & Finance

— June 2013

SIANTOU UNIVERSITY INSTITUTE - YAOUNDE

Strengths

- Demonstrable analytical thinking and business insight including a knack for business development Thorough
- understanding of marketing and negotiating techniques
- Extensive accounting knowledge, excellent financial research skills and comfortable with complicated calculations, also well versed with loan analysis and management
- Outstanding leadership abilities with excellent written and verbal communication skills (fluent in English and French)
- Experience planning, coordinating, and facilitating physical meetings and remote video conferences. Working
- knowledge of the business policies and regulations with a mastery of MS Office suite (word, excel, PowerPoint) and E-Marketing platforms

Interests

- Avid reader who enjoys learning to cook unique meals from a variety of cuisines