**Curriculum vitae**

1. **Family name: NOUTIE NJANGUE**
2. **First names: Sandrine Nadège**
3. **Date of birth: 28 December 1979**
4. **Civil Status : Single**
5. **Address: 33 Eden Road, Walmer Estate, 7925, SOUTH AFRICA,**

**Cell: +27 735483077 / +27725011271, Email:noutisandrine@yahoo.fr /3012962@uwc.ac.za**

1. **Personal Statement**

- Good organizational and interpersonal skills

- Good bilingual (English and French) skills

- Good decision making skills

- Like new challenges or opportunities

- Open-minded with a creative mind

- Able to work under pressure

- Innovative and self-motivated

- Ability to maintain confidentiality

- Able to work as part of a team and independently

- Good entrepreneurial skills.

1. **Education:**

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| **Institution-Location & Period** | **Degree(s) or Diploma(s) obtained** |
| University of the Western Cape (UWC)  Cape Town  January 2012 | **Postgraduate Certificate in Education (PGCE)** |
| University of the Western Cape (UWC)  Cape Town  SOUTH AFRICA  July 2010 | **Honours in Business and Commercial Management (Completed)** |
| University of Douala (ENSET)  CAMEROON  2005 – 2006 | **Bachelors in Commercial Technical Management** |
| University of Douala (IUT)  CAMEROON  2003 – 2005 | **DUT (University Diploma in Technology) in Management of Enterprises** |
| LTD-Koumassi (High Government Technical School of Education)  CAMEROON  2001- 2002 | **Matric (Baccalaureate G3) in Marketing** |

1. **Language skills:**

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| --- | --- | --- | --- |
| **Language** | **Reading** | **Speaking** | **Writing** |
| French | Excellent | Excellent | Excellent |
| English | Excellent | Very good | Very good |

**10. Skills Summary / Key qualifications:**

1. Good management skills
2. Prospecting, Sales and follow-up of clients
3. Experience in market researches
4. Managing of commercial agents
5. Data capturing
6. Problem solving
7. Information gathering.

**11. Other skills:**

* Tutor in Principles in Marketing at UWC (MAN 231) in 2012.
* Tutor in Principles of Management at UWC (MAN 131+MAN 132) in 2011.
* Computer skills: Microsoft word, Excel, PowerPoint, Publisher, Internet, SAGE.
* Entrepreneurship Certificate in 2011 (EESA).
* Waitron Certificate in at HBR - May 2010

**12.** **Professional experience**

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| --- | --- | --- | --- | --- | --- |
| **Date (From – To)** | **Location** | | **Company**  **& Contact** | **Position** | **Description** |
| 10 March to 15 September 2009 | | **CAMEROON** (Douala) | **MTA** (Africa Tourism and Mailing services)  **Contact:**  FOGUENG Bernard, Director Manager  BP 4448  Douala | **Assistant Marketing Director** | **Assignment:**   Preparation of monthly activity reports (06 months);   Hold of dashboards daily and monthly (06 months);   Keeping receivables and recoveries (03 months);   Prospecting (03 months);   Customer Care (05 months)   Follow-up partners and contracts (02 months);   Responding to tenders (02 months);   Building of service offerings (05 months);   Review of Contracts (direct exchange of services, etc.);   Monitoring and Evaluation of the trade action plan   Management of commercial agents (meetings, surveillance of competitors, control of portfolio’s commercial agents) 03 months;   Filling of the dashboards daily, monthly and annually;   Design of client checklists and tracking system. |
| 2008 | | **CAMEROON** (Douala) | **JCI (International Junior Chamber)**  **Contact:**  FOKO Rollin, Director of Communication  BP 12975 Douala  Tel.:+ 237 9642743 | **Executive Secretary** | **Assignment :**   Writing reports or records;   Organization and preparation of meetings;   In charge of the organization’s procurement ;   Cashing of funds and payment at the bank;   Monitoring of contracts;   Typing, filing and archiving of documents;   Held cash of the organization;   Advisor to the National president |
| 2007 | | **CAMEROON** (Douala) | **MULTI**  **MEDIA**  **BUSINESS**  **Contact:**  FOKO Rollin, Director of Communication  Tel.:+ 237 9642743 | **Investigating Officer** | **Assignment:**   Gathering and administration of questionnaires   Counting of questionnaires   In charge of Marketing aspect in the building of business plans |
| 2005 to 2008 | | **CAMEROON** (Douala) | **CIBLE CABINET**  **Contact:**  NGAMI Robert, Supervisor  Tel.:+ 237 75292239 | **Investigating Officer** | **Assignment:**   Gathering and administration of questionnaires   Counting of questionnaires |

**13- Internships**

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| --- | --- | --- | --- | --- | --- |
| **Date (From – To)** | **Location** | | **Company**  **& Contact** | **Position** | **Tasks Description** |
| 2000  2001  2002  2003  2004 | | **CAMEROON** (Douala) | **Credit Lyonnais, (Actual SCB-CA)**  **Contact:**  Credit Lyonnais, (Actual SCB-CA)  Tel.:+237 33435438 | **Intern** | **Tasks:**   Operations service (transfers account to account )   Foreign Trade Section   General secretary (research of economic data in order to make a balance sheet)   Commercial and Marketing Department (acting secretary, academic Internship **“The quality of commercial welcome in Credit Lyonnais”** |
| 1999 | | **CAMEROON** (Douala) | **FCA (Associates Cameroonian Forestry)**  **Contact:**  Serge GUIGUET, Director Manager | **Intern in Accounting section** | **Tasks:**   Accounting Secretary (Bills editing and filing)   Banking reconciliation |

**Reference: Senior lecturer Elsyn Isaacs at UWC tel. 0219593223**

**Nota Bene:** For references, you may contact the organizations, universities or institutions as mentioned above. Furthermore, attestations of employment and certificates are available on request.

Updating date: 20/11/2012

**Signed: NOUTIE NJANGUE Sandrine Nadège**