**Simon Bertrand NGOMBI NGOMBI**

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**CAREER OBJECTIVE**

A very detail-oriented person looking to help your business achieve its multiple goals. Excellent in several areas of expertise and willing to perform all tasks this will be proposed to me optimally.

**SKILLS**

* Leadership, Team spirit, Integrity, Dynamic, Available
* Sense of Confidentiality, Rigorous and Organized
* Ability to work in a Team, Ability to Handle Pressure
* Compliance of Schedules and Procedures

**WORK EXPERIENCE**

**Painter**

May 2024 - Present (Canada)

* Apply paint and other finishes to interior and exterior surfaces of buildings and other structures.
* Prepare and clean surfaces by methods such as scraping and sanding.
* Remove peeling paint, repair cracks and holes in walls, smooth surfaces with sandpaper and apply sealants.

**Administrative Manager**

2021 – 2023 (Douala – Cameroon)

* Maintained agency animation, reception, and correct Back-Office operation execution with an eye toward customer happiness.
* Guaranteed the quality of services related to the processing of initiated operations and managing risk.
* Validated front-office and back-office operations.
* Ensured execution of the control schedule.
* Controlled the application of procedures and execution times.
* Coordinated the administrative management of the agency.
* Checked, filed and sent the agency’s accounting documents to headquarters
* Ensured the sending and receipt of letters with the headquarters and other entities.
* Developed cash verification schedules and monitored their execution.
* Took care of and followed the processing of customer complaints.
* Checked and controlled the arrival and departure times of all employees.
* Managed the front and back-office team.
* Ordered, received and distributed office supplies.
* Kept the agency’s treasury as well as the end-of-month accounting statements.

**Teller / Administrative Processing Officer**

2015 – 2021 (Douala-Cameroon)

* Warmly welcome customers; Received and processed complaints.
* Informed customers/potential about current operations and core products.
* Executed cash transactions in CFA francs and foreign currencies (cash withdrawals and payments, etc.).
* Received and verified checks, invoices, transfer orders and card transactions
* Recharged Bank ATMs and Supervised the transport of currencies to the Central Bank

**Building Maintenance and Renovation**

2010 – 2015 (Douala-Cameroon)

* Assisted in renovations; including painting, carpentry, and clean up.
* Completed minor repairs such as replacing light bulbs, painting, repairs to pipelines, toilets, sinks, kitchen and laundry equipment etc.
* Ensured the security of inventory and assets such as tools, supplies, equipment, furniture, electronics etc.
* Maintained a safe and clean work area
* Work with minimal supervision ; Able to multitask

**Construction Laborer**

2010 – 2015 (Douala-Cameroon)

* Operated and cared for construction equipment and machines (Concrete Mixer).
* Helped equipment operators (jackhammer), carpenters (take measurements/dimensions on wood, saw it and nail it to make scaffolding and concrete boxes), and other skilled labor when necessary.
* Prepared construction sites by cleaning obstacles and hazards.
* Loaded or unload construction materials.
* Put together and took apart temporary structures, such as scaffolding.
* Removed, filled, or compacted earth soil.
* Followed instructions from supervisors.
* Assisted craft workers.
* Prepared to pick up new skills through on-the-job training as needed.
* Performed site clean-up.

**EDUCATION**

2015: Bachelor’s degree in Logistics and Transport: Purchasing and Supply (Cameroon)

2013: BTS in Accounting and Business Management (Cameroon)

2011: Bachelor of Accounting (Cameroon)

* **Hobbies :** Travel, Discovery, Sports, Reading and culture
* **Languages :** French: Perfect English: Beginner
* **Certification**: Standard - First Aid, WHMIS