

EKWE NGASI ITEKE

Contact

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Skill Highlights

- Mastery of Sage Sari
- Pack office
- Procument
- Recording of Invoices
- Writing of Reports
- Issuing of Receipt to clients
- Ensuring Merchandising of

Language

English: Read, write and speak fluently

French: Read, write and speak fluently

HOBBIES

Research, Soccer, Reading Movies
and Travelling

ACCOUNTING & MANAGMENT SUMMARY

I worked in stock management and procurement for the past 10 year performing stock control, procurement, orders creation, goods receipt, fixed asset management etc. using SAGE SARI. I am systematic, well-organized with attention to details and keeping constant communication through phone and email. I poses an excellent interpersonal skills with a bilingual disposition and understanding of most business intelligence tools related to management.

Experience

➤ Present Situation : ACCOUNTANT (Stocks Manager)

Groupe Magnong Sarl: 2014-Present

TASK: Stock management (Sales, Orders, SAGE SARI Reconciliations) Writing of reports.

➤ **MARKETING PERSONNEL AT MOORE HOUSE RESTAURANT Jan-July 2013 (Head of Department)**

TASK: Setting marketing plans and strategies for the organization. Prospect for customers and customers care.

➤ **INTENSHIP: Serve in PAMOL PLANTATION PLC as a Trainee in Accounting Sales and Personnel Department. June-August 2011.**

➤ **2006 SERVE AS JUNOIR PARLIAMENTAINRAIN FOR NDIAN DIVISION** In charge of local correspondence from National level to division.

Education

2010-2012 Higher National Diploma **HND** In Marketing at Institute Université de Golfe de Guinee (**ESG/ISTA**) Douala

2009-2010: Baccalaureat Technique in Marketing G.T.H.S Kumba.

2007-2009: Probatoire Techique in Marketing G.T.H.S kumba

2004-2007: CAP in Accountancy G.T.H.S Kumba.