

MBONYAM BISONG AYUKMPKAK
DOUALA, CAMEROON
673034429
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Summary

- Committed clerical professional improving office efficiency through reliable administrative assistance. Works methodically for prompt, accurate task completion.
- Demonstrates excellent planning and time management skills to meet business support needs
- Self-starter and highly motivated, energetic, and results oriented individual that has passion in teaching and also loves team work for the betterment of the institution.
- Persuasive, but also have good listening skills and am open to learn and take corrections at any time.

Experience

- **Intern** 07/2021 - 09/2021

Tekstedia - Buea, Cameroon

- Executed administrative tasks under managerial supervision to optimise workflow.
- Collaborated with management and team members on end-to-end project needs.

- **Computer trainer** 11/2021-11/2022

Njoh Computer center- Kumba, Cameroon

- Executed supervision of projects
- Exposure of students to Microsoft suites and how to use them
- Report and project writing

- **Secretary** 01/2023-09/2023

Naps-Legal consultancy

- Report writing
- Answering and redirecting calls

- **Part-time teacher** 09/2023-05/2024

College Conquerants – Douala, Cameroon

- Teaching from form 1 to Upper sixth computer science/ICT

- **Full-time teacher** 09/2024-05/2025

Belmon Bilingual High School

- Teaching from form one to upper sixth computer science/ICT
- Semi-permanent teacher at DAAS college Bonaberi Douala 2025 - present
  Teaching computer science, ICT, industrial computing from form one to upper sixth.
  I'm also a GCE supervisor for both computer science ordinary level and ICT advanced level.

Skills

- Master in Linux commands
- Master in Bash shell scripting
- Master in RedHat server administration
- Teaching; I'm also a GCE practical supervisor for Computer Science, ICT ordinary levels and ICT Advanced level
- Teamwork; collaborative with team members to achieve goals
- Good creative skills

Education

2023 Landmark Metropolitan University - Buea, SW
Bachelor in Technology: Information Technology and security

- Developed a project design and implementation of a three-factor authentication system for web platforms using username and password, otp and Recaptcha.

2022 Swiss Link - Kumba, SW

Higher National Diploma: Software Engineering

- Developed a project design and implementation of an automatic staff attendance management system for tekstedia
- **2020 Government Bilingual High School** Kumba, SW

Obtained Advanced Level Certificate

- **2018 Government Bilingual High School** Kumba, SW

Obtained Ordinary Level Certificate

Strength

- Patient
- Devoted
- Discipline

Language

- English
- French (basic)