

AGBOR TAKU JUNIOR

Born on the 26/07/1987 in Bamenda-Cameroon
Biyem-Assi (Yaoundé-Cameroon)
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Readily available for a challenging position where skills, competencies, team work, creativity assiduity and diversity are desired and appreciated



RELEVANT PROFESSIONAL EXPERIENCES

INSTITUTE FOR GEOLOGICAL AND MINING RESEARCH (IRGM)

Position held/duration: **Junior Researcher | 2016-Present**

Duties and responsibilities:

- Exploration team leader in the World Bank geological exploration project
- Liaison with civil administration, security, transport and labourers, World Bank (BRGM) supervisors and project managers
- Field and office report establishment as well as coordination of evaluation meetings and presentations
- Logistics (project vehicle and field supplies management) and field budget management
- Scientific research, reporting and public presentation of results
- Translation of both administrative and scientific text to facilitate communication

Marking Achievement:

- ✓ Negotiated the release of a French (BRGM) consultant who was kidnapped by rioting villagers

Saham Life Insurance / ICCSOFT- Douala

Position held/duration: **Marketing and Sales Agent/ Coordinator | 2015**

Duties and responsibilities:

- Conducting marketing research, establishment of business plans, elaboration and presentation of marketing strategy
- B to B marketing communication
- Organisation and coordination of marketing and sales department meetings
- Management of marketing department office consumables and maintenance
- Commercialization of products
- Elaboration of sales documents, brochures etc in both English and French

Gic Community Computer Center (GIC CCC)- Douala

Positions held/duration: **Administrative Assistant / Office Manager | 2011-2014**

Duties and responsibilities:

- Preparation and translations of administrative letters, presentations and reports
- Dealing with correspondence, supervision and management of staff
- Liaison with staff, suppliers and clients
- Organisation of events and meetings
- Booking transport and accommodation
- Implementation and follow-up of office procedures and systems
- Management of office budget, office supplies and equipment maintenance
- Assisted HR in record management, meetings with senior staff archiving of minutes

Marking Achievement:

- ✓ Best employee and creativity awards (2012)

EDUCATION AND TRAINING

University of Buea

- ✓ Masters of Science in Applied Geology | 2014
- ✓ Bachelors of science in Geology | 2011

Ministry of Scientific Research/CIRAD | 2017

- ✓ Innovation in Scientific Research

RH Booster/IRGM

- ✓ Performance and Team Cohesion Management | 2016

Ministry of Scientific Research/IRGM | 2016

- ✓ Administrative writing and procedures

Gic Community Computer Center | 2006-2013

- ✓ Social Media marketing and Communication
- ✓ Administrative writing and procedures management
- ✓ Computer secretariat and office management
- ✓ Computer hardware and software management
- ✓ ITC software use
- ✓ Team cohesion management

LANGUAGE PROFICIENCY

- ✓ English | Excellent Oral and written
- ✓ French | Excellent Oral and average written

ITC SOFTWARE

- ✓ Microsoft suits| Expert Level Competency
- ✓ Internet| Excellent use as research and communication tool
- ✓ Translation software pack | Good mastery

HOBBIES

- ✓ Sports| Football and Jogging
- ✓ Music and video games

Certified Exact

Agbor Taku Junior

August, 2018