

NJINDAM LAMARE IBRAHIM

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Born on August 05, 1985 in Douala

WORK EXPERIENCE

SalamWebToday, November 2020 to May 2021: French content writer

Le Lys Bleu Editions, 22 July 2020 to 4 April 2021: Editorial assistant

Various clients, February 2020 till now: French content writer

Protranslate: August 2019 – December 2019 – English > French > English

■ Translation of academic, medical, documents, etc.

Various clients, May 2019 till today: French content writer

■ French content writing

Codiweb France, August 2018–December 2018: content writer

■ Writing of articles and other web content in French

Various clients/Quill content, August 2017–March 2018/November 2017–January 2018: content writer

■ Writing and editing of articles and website content in French

Johnson & Johnson/Ethicon via Upwork, November 2016–September 2017: translator

■ English > French translation & proofreading of medical, pharmaceutical and business materials

SONARA, October 2015 to January 2016: administrative agent at the General Affairs Department

■ Inventory of fixed assets at administrative and some operations blocks ■ Administrative work

FB Logistics and Transport London, August 2010–June 2011: English content writer

■ Classified advertising ■ Article writing & posting ■ Customer management

EDUCATION

2014: Sultan Sharif Ali Islamic University, Brunei–Master in Islamic Banking and Finance

2007: University of Buea–Bachelor of Science in Banking and Finance

2004: College Libermann, Douala–Baccalaureat B

INTERNSHIPS & TRAINING

Societe Generale Cameroon Headquarters–Treasury and Sales Department: 3 months

■ Processing of credit files of SMEs and corporations

■ Administrative tasks

Sage SAARI training–accounting, stock and sales and payroll management: 2 months

ACCA: Accountant in Business (F1), management Accounting (F2) and Financial Accounting (F3)

SKILLS

Information technology: Word, Excel, PowerPoint, Adobe, Internet, Android, iOS

Management: administrative support (accounting, finance, human resource), research and analysis

Languages: translation, content writing, revision, edition proofreading in English and French

OTHERS

Languages: Arabic, Spanish: basic

Personality: friendly, eager to know and share, humble, acute

Sports: football, volley-ball, table tennis, futsal

Hobbies: web-browsing, watching documentaries, reading