



Lovert Ndikum

Business Administrative Assistant

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+971 582 174 300 📞

Dubai, United Arab Emirates 📍

linkedin.com/in/ndikum-lovert-379385168 in

Technologically savvy and goal-oriented administration assistant. Driven and motivated to help organizations thrive. Skilled in prioritizing and completing task independently. Extensive experience of over 6 years with micro soft office, outlook and web Ex.

WORK EXPERIENCE

Administrative Assistant

Safety line Safety Equipment Installation Ilc

01/2017 - 05/2021

Dubai-UAE

Achievements/Tasks

- Maintained senior Directors of HR calendar, Scheduling meeting and ensuring no conflicts occur.
- Designed surveys, tracked responses, and generated data reports from Type form.
- Successfully planned and coordinated company events and teamwork activities.
- Produced presentations, report, spreadsheets, graphs, chats, diagrams and illustration.
- Prepared purchase orders from different departments so meets the companies needs.
- Prepared, proofread and formatted the correspondence.

Contact: CEO' Mr Mohamed Adulrazzaque - 0551111227

Account Assistant

NMI EDUCATION CAMBRIDGE BOOKS

09/2015 - 01/2017

Baffoussam Cameroon

Achievements/Tasks

- Responsible for general administration duties such as setting up new supplier accounts, updating bank details and scanning invoices.
- Contacting customers or suppliers to discuss outstanding payments or credits.

Contact: Branch Manager Madam Mengwi Clara

Purchasing Assistant/Warehouse In-charge

Mr. Baker Hyper Market

03/2013 - 12/2014

Bamenda cameroon

Achievements/Tasks

- Managed team of 10 staffs to ensure results are achieved timely and efficiently.
- Closely monitor stock levels to prevent stock-outs and ensure customer demands are always met.

EDUCATION

BSc in Economics (Business Administration) (09/2012 - 09/2015)

SKILLS

Microsoft Word, Excel, Outlook, PowerPoint, SharePoint

Calendar management

Database management

Multi Tasking Skills

Quick books and Xero

Proficiency with photocopiers, scanners, and projectors

Strong Communication (written and verbal)

Organization and planning

Leadership Skills

Time Management Skills

Flexibility and efficiency

Phone Etiquette

Customer service

Inventory and supply management

Inventory Management

LANGUAGES

Arabic

● ● ○ ○ ○

English

● ● ● ● ●

French

● ● ● ● ●

INTERESTS

Reading

Travelling

Football

Picnis