



Roseyline Mireille Mitoumba

Curriculum Vitae (CV)

What job i'm looking for? My positive points

I am a mature, honest, punctual, reliable, diligent, dynamic, passionate, people/client-oriented, goals/results-driven, and sociable person. I have exceptional interpersonal skills. I have the capacity to work independently or as part of a group/team. I am able to work under pressure and can deal with difficult customers/clients/visitors. I have an excellent command of French and a good command of English. I am social media literate. I can promote/market and sale products and services. I now live permanently in South Africa where I still have to complete my BA in International Relations and Diplomacy (with UNISA). I have worked as hotel hostess, international oil company receptionist, mobile telephony company marketing and sales agent, painting studio commercial agent, and summer camp Marshall. I have also worked as a volunteer facilitator in a church-based Learning Centre and as Administrative Assistant in a university Writing Centre. I am seeking employment in an organisation that will enable me to contribute to its growth and will provide opportunities for my development.

Preferred occupation Administrators
 Administrative jobs

Preferred work location Johannesburg
 Gauteng

Contacts and general information about me

Day of birth	1974-11-09 (51 years old)
Gender	Female
Residential location	Johannesburg Gauteng
Telephone number	<i>Information is available only for registered users.</i> Sign in
Email address	<i>Information is available only for registered users.</i> Sign in

Work experience

Working period	nuo 2016.03 iki 2016.05
Company name	Writing Centre University of Johannesburg
You were working at:	Teachers
Occupation	Admin assistant
What you did at this job position?	• Collation of data for monthly reports • Assistance with cross-checking of data accuracy • Electronic and physical filing
Working period	nuo 2014.03 iki 2014.11
Company name	Family Worship Centre's RLabs Jozi
You were working at:	Teachers
Occupation	French Facilitator
What you did at this job position?	• Preparing and teaching French materials to adult South Africans. • Preparing, administering, and marking assessments. • Keeping mark records and attendance registers. • Attending meetings/brainstorming sessions/strategic planning retreats, and writing reports to Project Manager. • Participating in socio-cultural activities.
Working period	nuo 2002.03 iki 2002.12
Company name	Atlantic Hotel
You were working at:	Receptionists
Occupation	Guest welcoming hostess
What you did at this job position?	• Welcoming hotel guests at the door and directing them to the relevant areas of the hotel.
Working period	nuo 2001.12 iki 2002.02
Company name	Mobil Oil Gabon
You were working at:	Other jobs
Occupation	Receptionist
What you did at this job position?	• Welcoming and directing visitors. • Answering phone calls and managing switchboard. • Dispatching mails/couriers of the entire Mobil Oil Gabon Head Office.
Working period	nuo 2000 iki 2000
Company name	Celtel
You were working at:	Agents
Occupation	Marketing and Sales Agent
What you did at this job position?	• Promoting new products • Selling airtime

Working period **nuo 2000 iki 2000**

Company name Chim's Paintings Studio

You were working at: Painters

Occupation Commercial Agent

What you did at this job position? • Welcoming and directing visitors • Promoting and selling paintings

Working period **nuo 1995 iki 1995**

Company name Elf Oil Gabon

You were working at: Other jobs

Occupation Summer Camp Marshall

What you did at this job position? • Watching and assisting summer camp children. • Facilitating and monitoring social activities

Education

Educational period **nuo 2004 iki dabar**

Degree Degree

Educational institution UNISA

Educational qualification BA International Relations and Diplomacy

Educational period **nuo 1998 iki 1998**

Degree Grade 12 / Matric

Educational institution Lycée Djoué Dabany (Gabon)

Educational qualification Certificate

Languages

Language	Speaking level	Understanding level	Writing level
French	fluent	fluent	fluent
English	good	good	good

Recommendations

Contact person Herve Mitoumba-Tindy

Occupation Writing Centre Coordinator

Company University of Johannesburg

Telephone number 011 559 3278 / 082 489 8108

Email address hmitoumba-tindy@uj.ac.za

Additional information

Your hobbies Reading
TV
Social media interaction

Driver licenses C1 Heavy Vehicle 3,500kg - 16,000kg

Salary you wish

10000 R per month