

Lidwine Odette MF

CAREER OBJECTIVE

A well presented, good all round performer who when given a task, has the ability to work quickly and efficiently without asking too many questions. I have a proactive attitude and a strong work ethic, I am sure to be able to make a real contribution to the day-to-day operations of any business. I possess many transferable skills that can be used in a wide section of settings and industries. I am now looking for a suitable intern position with an organisation that can offer me a uniquely varied and fascinating working environment.

KNOWLEDGE OF

Conducting research
Data analysis and statistics
Operational research and System performance evaluation
Report writing
Modern management, Supply And logistics
Multitasking
Administrative systems and HRM
MS Office & other specialist office software

ACADEMIC QUALIFICATIONS

NANJING, U. POST AND TELECOMMUNICATION MBA in human resource management	2017 - 2020
St louis university of biomedical science CAMEROON	2012 - 2015
Bsc (Hons) physiotherapy	Pass
High professional diploma	
GBHS HIGH SCHOOL	2012
Maths	Pass
CHEMISTRY	Pass
BIOLOGY	Pass

PERSONAL SKILLS

Quick learner
Analytical
Dependable
Attention to detail
Motivated & enthusiastic
Strong work ethic
Articulate
Smart appearance
Taking the initiative

SKILLS ACQUIRED WHILST STUDYING

- Accepting feedback & taking constructive criticism well.
- Able to develop and maintain good relationships with work colleagues & supervisors/managers.
- Being a positive role model for younger staff.
- Ability to produce consistently accurate work even whilst under pressure.
- Willingness to learn new things.
- Effective time management skills & able to prioritise tasks in order of importance.
- Giving guidance to junior staff and constructive feedback to superiors.
- Willingness to share skills, knowledge, and expertise.
- Going the extra mile to make a difference, having the drive to lead and succeed.

KEY COMPETENCIES

- Bringing good ideas to life.
- Clear and informative written and verbal communication skills.
- Ability to work quickly and efficiently with little supervision.
Being alert to what is going on in an organisation.

SELECTED ACHIEVEMENTS

Fluent in French & English
Basics in Chinese language
Advanced First Aid Certificate

HOBBIES & INTERESTS

Reading, watching movies, loves travelling, listening to music and playing golf

PERSONAL DETAILS

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REFERENCES – Available on request.