

LESLEY MBUHUYUY NFOR

Administrative & Office Professional | NGO & Private Sector

Yaoundé, Cameroon | Bilingual: English & French

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PROFESSIONAL SUMMARY

Experienced Administrative and Private Secretary with over eight years of progressive experience supporting executives, NGOs, and private-sector organizations. Demonstrated expertise in office administration, documentation, reporting, and coordination. Highly organized, discreet, and detail-oriented, with strong computer skills and the ability to work independently or within teams.

CORE COMPETENCIES

Administrative & Office Management
Microsoft Office Suite (Advanced)
Report Writing & Documentation
Confidential Information Handling

Executive & Private Secretariat Support
Data Entry & Records Management
Scheduling & Coordination
Professional Communication

PROFESSIONAL EXPERIENCE

Private Secretary — Yaoundé, Cameroon

- Managed confidential correspondence, records, and office documentation
- Coordinated executive schedules, meetings, and communications
- Prepared professional reports, letters, and official documents
- Provided consistent administrative support to senior management

Part-Time Teacher (Anglophone Private Schools) — Yaoundé, Cameroon

- Delivered structured lessons and assessments aligned with curriculum standards
- Prepared academic records, reports, and evaluations
- Demonstrated leadership, organization, and effective communication skills

EDUCATION

B.A. (Level II) in Physical Geography

University of Yaoundé I

LANGUAGES

English — Fluent (spoken and written)

French — Fluent (spoken and written)