

MS. FALAMATA KONDILI EMMANUELLE.

Business Administration Specialist

PROFIL

Name

Ms. FALAMATA KONDILI
EMMANUELLE

Born on

11/12/1994

Adresse

Living in Damala, Bambari,
Central African Republic

Phone

(+236) 72.32.73.32

E-mail

[emmanuellekondilifalamata@
gmail.com](mailto:emmanuellekondilifalamata@gmail.com) /
kondiliemanuelle@outlook.com

DIPLOMAS

2015 – 2019 : University of Bangui

Bachelor's degree (Business
Management Administration)

2014 – 2015 : CPJ

Baccalaureate Series B

2011 – 2012 : PIE XII High School

BEPC

SOCIAL NETWORK

LinkedIn

[https://www.linkedin.com/in/e
mmanuelle-kondili-falamata-
85b6691ba](https://www.linkedin.com/in/emmanuelle-kondili-falamata-85b6691ba)

PROFESSIONAL EXPERIENCE

March 2020 - June 2022

EGECO - BTP

Administration and finance in Bangui, with travel to the provinces

- Management of administrative documents, archiving, payroll management, management of vehicles for the transport of building materials, Purchasing,
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- Responsible for administrative and operations management activities and providing advice, guidance and direction on administrative and operations planning issues in support of overall office objectives
- Management of administrative mail
- Implement and maintain an up-to-date official and subject filing system in accordance with EGECO - BTP specific requirements.
- Manage the arrival and departure of staff, and travel authorizations to/from the position.
- Organize and direct office orientations and provide general administrative support to ensure staff transitions.
- Responsible for all general services support in the office: Directing the acquisition/disposal of assets and all other purchase requisitions.
- Establishes and maintain inventories of all EGECO - BTP assets as required and recommend and manage the purchase and disposal of equipment and assets as required in collaboration with the finance department, establishes and manages the annual administrative and operational budget of EGECO – BTP.
- Coordinate the preparation of the annual supply plan.
- Ensures regular monitoring of budget expenditures and new financial needs throughout the year in collaboration with the accountants of EGECO - BTP, provides quarterly updates on the budget.
- Responsible for contract management (lease contract, contract with suppliers, contract for laborers and company personnel.
- Paper filing of administrative and electronic documents.
- Organization and participation in meetings, and keeping the report after each meeting,
- Establish EGECO - BTP standard office procedures and standards and proactively communicate them and related EGECO - BTP regulations to staff.
- Develop and maintain reference document templates and models for use by EGECO - BTP staff.
- Oversee the maintenance contracts to ensure that requirements are respected (remove the garbage from each office etc.)

BUSINESS ADMINISTRATION SPECIALIST

SKILLS DOMAINS

- Very Good knowledge in administrative management of personnel, archiving management, drafting of administrative documents (correspondence, report, minutes), payroll management, operational management of buildings, contracts, suppliers.
- Able to Manage/Lead a department, organization skills,
- Mastery of office tools,
- Able to implement a strategy for good administrative management,
- Knowledge of security management, visas, travel authorization, transport, accommodation, and communication equipment for staff.
- Ability to work in emergency and stressful situations

COMPUTER SKILLS

- Office 365
- Internet
- Windows 7, 8, 10, 11

LANGUAGES

- English
- French
- Sango

- Oversee the maintenance contracts to ensure that requirements are respected (remove the garbage from each office etc.)
- Site visits and reports
- Management of the pharmacy box and follow-up,
- Payroll and invoice management (Enerca, Sodeca, supplier debts, etc.)
- Cash management and reporting at the end of the day
- Employee leave management
- Management of schedules, phone calls, and emails of the company
- Make the monthly report of each activity.

August 2018 – October 2019

CAMITEX INTERNATIONALE COORPORATION

Administrative Assistant Intern

- ADMINISTRATIVE MANAGEMENT
- Regular updating of the staff list and their file
- Draft, issue and finalize a variety of correspondence for signature
- Welcomes partners in the Bayaville hotel for their stay in Douala.
- Participate and report the meeting at the request of my superior
- Office supplies management
- Assisted the logistics department during product delivery.
- Contract management, (maintain a monthly detailed contract monitoring table report)
- Participated in the management of invoices.
- Good management of the archiving of paper and electronic documents
- Responsible for receiving mail and ensuring distribution to the relevant departments

April 2018 – June 2018

Imprimerie Centrafricaine

Human Resources and Administration Intern

- Archiving, mail management, preparation of recruitment notices, posting them, participation in the evaluation,
- Support the HR and Administration Manager in implementation of a good filing and archiving system for administrative and HR files.
- Under the supervision of the HR AND Administration manager, follow up on the attendance status of the staff
- Managing and processing company mail

REFERENCE PERSONS

BENDO Jonathan

(00236) 72 25 21 87

Ms. AWUDU Olivia

(00237) 699 48 19 71

N'SATOU Jean-bruno

(00236) 21617244

Deputy Director EGECO-BTP

Bendojohnathan@yahoo.com

Head of Administration and Finance at Camitex inter. Corp.

ndichoawudunwakeh@gmail.com

Agent Administratif at ICA