

# STEPHANIE YAMENDJEU

**CV submitted:** 29/04/2014  
**Reference:**

**SA driver License No** 01/40242BTKJ0001  
**DATE OF BIRTH** 10 JULY 1984  
**PROFESSION** Verification Consultant  
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## EDUCATION

**Cima Operational Level:** CIMA (Current)  
**Mcom Business Management** UNISA  
**B Com (Hons), Management Sciences:** South African Qualification Authority (SAQA)  
**B Com, Management Sciences (SAQA)**  
**Certificate in business Training,** Paradigm Shift Johannesburg.  
**Certificate in Interpreting (NLQ 5)** WITS University South Africa  
**Certificate in Call Center:** Success College Johannesburg

## LANGUAGE:

**ENGLISH:** Fluent  
**GERMAN:** Basic  
**FRENCH:** Mother tongue

## RECORD OF PROFESSIONAL EXPERIENCE

**June 2013 – Current**      **Managed Integrity Evaluation**  
Verification Consultant (French and African Countries).

**June 2012 – Current** .....**Sworn Translator at the High Court of Johannesburg.**

**Sept 2012- March 2013**    **South African National Council of Alcoholism**  
General Awareness Volunteer

**Sept 2011- Dec 2011**      **First call Telemarketing** (Braamfontein)  
UK Data Consultant Agent

**Aug 2011 – Sept 2011**      **LG Promotion Pretoria:**  
Field Advisor consulting

**Jan 2011- Aug 2011**      **Real Telemarketing Midrand South Africa**  
(French Canadian Call Center Agent)

**Apr 2010 – June 2010**    **Paradigm Shift Johannesburg South Africa:**  
**Business experience course** (Short Course)  
**Objectives of the course:**  
- Understand the Business - Understand the Market -Pricing and Selling –Budgeting

- Income generating- Investments - Advertising / Micro credit

**March 2010 – June 2010**                      **University of Witwatersrand (Wits language School)**  
(Introduction to Interpreting Skills)

**Objectives of the course:**

- Upgrade language practitioners' skills in translation and interpreting
- Liaison interpreting in specific context
- Translation methods
- Editing for professionals
- Improve careers prospects

Report and evaluation with Kim Wall mach (head of the School's newest Unit translation and Interpreting)

**Sept 2009 - Feb 2009**                      **ABC International (Language School)**  
Intermediate Course in English (speaks, write and communicate in English perfectly)

**Aug 2009**                                      **Departure from Cameroon to South Africa**

**Dec 2008 – June 2009**                      **ZAPA S.a.r.l., YAOUNDE, CAMEROON**  
**Bookkeeper**

The general duties consisted of applying principles of accounting to analyse financial information and to prepare financial reports by compiling information, preparing profit and loss statements, as well as utilizing appropriate accounting control procedures.

**Primary responsibilities:**

- 1 Prepare profit and loss statements and monthly closing and cost accounting reports
- 2 Compile and analyse financial information to prepare entries to accounts, such as general ledger accounts, and document business transactions
- 3 Maintain general accounting control procedures
- 4 Monitor and review accounting and related system reports for accuracy and completeness
- 5 Prepare and review budget, revenue, expense, payroll entries, invoices and other pertinent accounting documents
- 6 Explain billing invoices and accounting policies to staff, vendors, and clients
- 7 Resolve accounting discrepancies
- 8 Recommend, develop and maintain financial data bases, computer software systems and manual filing systems
- 9 Interact with external auditors in completing audits
- 10 Other duties as assigned

I reported to the Director at the main branch in Yaounde.

**Nov 2007 – Jul 2008**                      **BANQUE DES ETATS DE L'AFRIQUE CENTRAL (BEAC)**  
**("Bank of Central African States")**  
**Main branch in Yaounde, Cameroon**  
**Trainee Accountant**

During the studies it is a requirement of the curriculum to complete a period of practical experience, which took place at the BEAC.

The respective requirements of knowledge and skill comprised of:

- 1 Knowledge of finance, accounting, budgeting, cost control principles including generally accepted accounting principles
- 2 Familiarity with financial and accounting software applications
- 3 Expertise of federal and state financial reports, statements and projections. This is normally acquired through at university but practical experience in the bank further enhanced the practical applications thereof

Reporting and liaison took place with the Accounts' Supervisor Mr. Aaron.

A written report covering the practical experience was required by the university.

**Others:**

- Good Computer skills ( Microsoft Office)
- Fast and accurate typing skill

- Trilingual ( English; French; German)
- Willing to Learn from the best
- Ability to work under pressure
- Fast learner
- Valid Work and Study permit.