

# Curriculum Vitae



## Personal information

First name / Surname	<b>Innocent SONGMENE</b>
Address	P.O. Box 224 Bafoussam - Cameroon
Telephone	00 237 675 29 34 63 (WhatsApp) / 699 83 94 73 (Skype)
E-Mail	<b>songmenei@yahoo.fr ou innocent8292@gmail.com</b>
Nationality	Cameroonian
Date of birth	16/11/1971
Gender	Male

## Work experience

Dates	1998 – Present
Occupation or position held	Executive Secretary and Company Translator / Interpreter
Main activities and responsibilities	<p>As Translator and Interpreter, translating various documents from <b>English into French</b> and vice versa, from <b>German into French</b> and vice versa while providing necessary linguistic assistance to all department managers, partners and related companies as follows:</p> <ul style="list-style-type: none"><li>- <b>Management</b> (Reporting, administrative, business, technical financial contracts and others)</li><li>- <b>Human Resources</b> (Employment contracts and others)</li><li>- <b>Technical</b> ( Engineering, computing, machinery manuals, maintenance, spare parts, machining, staff trainings, drawings, construction, civil works, piping, electricity, plumbing, masonry...)</li><li>- <b>Production</b> (Manuals, processes, formulas...)</li><li>- <b>Commerce</b> ( Marketing, distribution, commercial contracts, advertising, promoting, Import-Export , costumes clearing...)</li><li>- <b>Accounting, Banking and Finance</b> (Balance sheets, operating accounts, valuation reports, business plans, financial documents, banking operations, funding requests, funding and joint-venture agreements, MOUs, NDAs...)</li><li>- <b>Logistics</b> (Material handling, warehousing, transportation, inventory control...)</li><li>- <b>Purchasing</b> ( supplier contracts, POs...)</li><li>- <b>Legal department</b> ( Various contracts and agreements)</li><li>- <b>Agriculture</b> (Oil palm cultivation, nursery, crude palm oil processing...)</li><li>- <b>Wood &amp; Forestry</b> (Timber species, sawn wood, plywood and veneer production and exportation...)</li><li>- <b>Bakery</b> (Bread, pastry, biscuits production and distribution, restaurant...)</li></ul> <p>Interpreting dialogues , conversations, conferences, training workshops.... Performing office and administrative duties. Working collaboratively with all departments of the company and related companies depending on demand.</p>

	<p>More than 30 business and technical contracts carried out linguistically with success.</p> <p>Besides the above mentioned linguistic tasks, co-supervising the company's treasury.</p> <p>Working with an ERP system for monitoring the daily financial expenses.</p> <p>Co-supervising the bank transactions both locally and internationally (issuing payment checks, bank transfers, bills of exchange, opening irrevocable and confirmed letters of credit, documentary remittance, purchasing foreign currencies...)</p> <p>Sourcing and negotiating with international suppliers</p> <p>Co-supervising the international purchases, namely the importation of machinery, spare parts, consumables, raw materials... and customs clearing related</p> <p>Co-supervising the international sales from purchase order, invoicing, specifications (sawn wood and veneer) or packing list, FOB delivery to shipment</p> <p>Participating in the Board of Directors</p>
Name and address of the employer	<p><b>Complexe Cosmétique de l'Ouest (CCO SA)</b></p> <p>Related companies : <b>Groupe la Paix SARL</b> (Bakery chain), <b>Société Taguetio-Fils SARL</b> (Wood &amp; Forestry)</p> <p>BP 224 Bafoussam – Cameroun</p>
Type of business or sector	<p>Industry: Production &amp; distribution of soap, refined palm oil, margarine, crude palm oil, bread, pastry, sawn wood and veneer</p>
Dates	<p>1996 – 1998</p>
Occupation and position held	<p>Chief Cashier</p>
Main activities and responsibilities	<p>Collecting and securing the funds of the company as according to the guidelines of the management.</p>
Name and address of the employer	<p>Boulangerie Pâtisserie Stella</p> <p>BP 2157 Yaoundé (Montée Elig Effa) - Cameroun</p>
Type of business or sector	<p>Bakery and pastry (production and distribution)</p>

## Education and training

Dates	1992 – 1995				
Title of qualification	Bachelor's Degree in German Language – Translation and Interpretation				
Principal subjects	<ul style="list-style-type: none"> <li>- Translation (German – French)</li> <li>- German linguistic</li> <li>- Modern literature</li> <li>- Comparative literature</li> <li>- Narrative structures and societies</li> <li>- Bilingual training (French-English)</li> <li>- English-French Translation and Interpretation (Option)</li> </ul>				
Name and type of organisation providing education and training	University of Yaoundé I, Cameroon Faculty of Arts, Letters and Social Sciences				
Dates	1989 – 1992				
Title of qualification	Arts-based Baccalaureat				
Principal subjects	<ul style="list-style-type: none"> <li>- European languages (French, English, German) and literature</li> <li>- Philosophy</li> <li>- History &amp; Geography</li> <li>- Scientific subjects ( Mathematics, Physics, Chemistry, Biology )</li> </ul>				
Name and type of organisation providing education and training	Government Bilingual High School of Mbouda – Cameroon P.O. Box 61 Mbouda				
Personal skills and competences					
Mother tongue(s)	French				
Other language(s)					
Self-assessment	<b>Understanding</b>		<b>Speaking</b>		<b>Writing</b>
European level(*)	Listening	Reading	Spoken interaction	Spoken production	
<b>English</b>	C1	C1	C1	C1	C1
<b>German</b>	C1	C1	C1	C1	C1
<b>French</b>	Native	Native	Native	Native	Native



Social skills and competences	Ability to work as part of team in a multicultural environment. Ability to work in a competitive environment . Ability to work under pressure and to meet tight deadlines. Ability to build professional relationships with a wide variety of people.
Organisational skills and competences	I have a very strong sense of responsibility combined with an excellent work ethic, professionalism, loyalty, humility and confidentiality. Methodical and creative approach in the fulfilment of challenging tasks
Computer skills and competences	Proficient with SDL Trados Studio 2019, Word, Excel, PowerPoint
Driving licence	15 + years active driver, Category B
Sports and leisure	Football and reading