

VANESSA COLOMBE BONGHO

Administrative Assistant

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Languages: English & French / Valid Ghana Driving License

PROFESSIONAL SUMMARY

Organized and detail-oriented professional with experience in administrative support, operations coordination, and customer service. Skilled in managing schedules, maintaining records, coordinating tasks. Adaptable and committed to delivering high-quality support to management.

WORK EXPERIENCE

R_watches – Self-employed (Online business retail)

Operations & Administrative assistant

2022-2024

- Managed daily operations and administrative tasks.
- Maintained accurate customer and inventory records.
- Coordinated order processing and delivery schedules.
- Assisted with basic marketing and reporting activities.

Caza Maza Restaurant (Food & Beverage)

Administrative & Cashier Support

2021

- Handled cash and electronic transactions accurately.
- Assisted management with operational and administrative tasks.
- Provided excellent service to customers and ensured smooth operations.

Brasseries du Congo – Brewery

Operations & Maintenance Assistant (Trainee)

2018

- Supported preventive maintenance schedules and operational documentation.
- Assisted in reporting and daily operational coordination.
- Collaborated with team members to ensure smooth daily operations.

Sonarep Congo (SNPC – Oil Industry)

Operations & Administrative Admin trainee

2017

- Assisted in supply chain planning and procurement documentation.
- Prepared checklists and daily reports for team.
- Supported operational and maintenance tasks.

SKILLS

- Administrative support & office coordination.
- Scheduling & calendar management.
- Record keeping & documentation.
- Customer service & client support.
- Microsoft Office (Excel, Word, PowerPoint, Visio, Project).
- Inventory & operation assistance.
- Team collaboration & communication.

EDUCATION

- Postgraduate Diploma in Logistics & Supply Chain Management
IPED-UK through Witech professional Institute, 2021
- Bsc Industrial Engineering
DGC CONGO, 2017