

Dzeaye Kalamay FONDZENYUY

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PERSONAL SUMMARY

I am a result driven, hardworking and operationally astute individual with 16 robust years' experience in different industries. I possess good numerical and data entry skills along with a comprehensive understanding and mastery of banking operations, accounts payables; **translation, editing, proofreading**, administrative, procurement, real estate management, trade, logistics, customer service and finance procedures.

ACADEMIC PROFILE

1) Test de Connaissance du Francais pour le Canada (TCF) April 2019 Mention très bien.

2) International English Language Testing System (IELTS) Certificate 2019

3) Diploma in customs and transit brokerage at ISGEM (May 2014 to Nov 2014)

4) Bachelor's Degree in Banking and Finance, University of Buea, 1999-2003

PROFESSIONAL EXPERIENCE

Freelance Translator/Proofreader/Editor - January 2018 to date

- Proofreading/Editing/Translating documents
- Specialized in the translation of documents from English to French and vice versa. English and French are my native languages.
- Working with a team of 5 translators who translate/proofread/edit in different languages such as German to English, Spanish to English and Italian to English.
- Experience using CAT Tools such as SDL Trados, Memsource, MemoQ. SmartCAT,

Achievements

- Obtained a Certificate of collaboration from Child and Youth Finance International NGO in Oct 2018 for translating different materials.
- Translator/Proofreader/Editor for Gentle Translators based in Israel
- Translator/Proofreader/Editor for Wordsvoice in Gaza
- Performing different translation jobs on domains such as Sports, IT, Legal, Literature, Education, Business, Medical, Marketing, Advertising, Banking, Video Games, Tourism, E-commerce, Finance.

The following are some documents which I have translated for 12 different clients from EN-FR, FR-EN, IT-EN and ES-EN.

* Purchase Agreement for furniture IT to EN

* Talent Agreement Contract EN to FR

* Engineering Project Sheet for a Dutch Firm EN to FR

* Marriage Certificate for a Congolese couple FR to EN

- * Food Menu for French dishes FR to EN
- * Marketing Project plan EN to FR
- * Bank Negotiation Exercise and other Marketing plans (20K words) IT to EN
- * New LG AC user Manual EN to FR
- * Benefits of Z Power's Silver Zinc batteries EN to FR
- * Crypto Currency and Finance EN to FR
- * User Manual for wireless LED curing light EN to FR
- * E-learning medical training program for Nurses IT to EN
- * Instruction Manual for a clip clap Bluetooth speaker EN to FR
- * Proofreading of a new Panasonic Air conditioner ES to EN Proofreading
- * Commercial Lease Agreement FR to EN
- * Ranferon Drug Presentation EN to FR
- * Oframax Drug Presentation EN to FR
- * Marketing Score card IT to EN
- * Education Survey on Student Habits IT to EN
- * Technical Handbook for Tax Payments in a Collaborative Economy FR to EN
- * Translation of Query Letter Vendor violation for L'Oréal beauty products - IT to EN
- * Pediatric gastroenterology consultation FR to EN
- * Survey on Telephone Assistance for Customers EN to FR
- * Hotel Brochure - Palm Jumeirah Dubai EN to FR
- * Judicial ruling on Recovery Proceedings IT to EN
- * Project Questionnaire on Entertainment, Culture and Strategic Sports EN to FR
- * Government Survey on Student loans ES to EN
- * Sky diving Club Brochure ES to EN
- * Student Report Card FR to EN
- * Password Criteria for Systems access EN to FR
- * 1st DAN Black Belt Certificate FR to EN
- * Proposal for Djangirde Cameroon on Apprenticeship for Children's education in writing, arithmetic and reading. EN to FR
- * Service Offer to Assist in the Recruitment of a group Chief Finance and Administrative Officer FR to EN
- * Masters Certificate for a Political Science Student FR to EN
- * Operation Medical Report (Pediatric Surgery and Pediatric Urology) - Geneva FR to EN
- * Tourist Guide Manual for camping adventures EN to FR
- *CVs for the recruitment of a Risk and Compliance Officer FR to EN.

KN and Co Ltd (General services) – May 2013 to Dec 2018

Procurement and Logistics Manager/Company Translator

Duties

- Company translator from English to French and vice versa
- Managing the company's fixed assets as well as procurement and logistics duties.

Achievements

Translated 15 supplier contracts and 2 lease agreements from English to French.

Banking Industry: Citibank Cameroon S.A. - July 2008 to March 2013

Global Corporate Service Head - August 2011 – March 2013

Duties

- Responsible for the administrative and procurement functions of the bank.

Achievements

- Coordinator of the expense review committee in which we realized a cost savings of USD174000 in 2012.

Transaction service Team Leader: July 2008 to Aug 2011

Duties

- In charge of processing all Trade transactions for the bank.
- Checker role in operations department with responsibility of doing last checks on funds transfers as large as EUR30 million.

Achievements

- Won a cash prize from the Citi Country Officer Recognition Program in April 2011
- Won a prize in Nov 2009 for the Non-Officer Recognition Program for Good performance and exemplary behaviour

Banking Industry: Union Bank of Cameroon PLC: Jan 2004 to June 2008

Foreign Trade Officer: July 2007 to July 2008

Duties

- Swift operator with good knowledge on interpretations of swift messages

Achievements

- Suggested change requests in the systems for proper reporting of Trade transactions. This greatly reduced the turnaround time for month end reporting on Trade transactions by 30%.

Treasury Officer: July 2006 to July 2007

Duties

- Negotiating currency and nostro provisions with other partners closely guided by the Treasurer.

Achievements

- Suggested new methods for managing petty cash which was highly appreciated by Management

HOBBIES: Scrabble, Chess, Basketball, Football, Movies, Reading Business Articles.