**Mobile: 0022892802584**

**dyatihe@gmail.com**

**Nationality : Ivorian**

**DIARRASSOUBA YATIHE TENDO**

**Career Objective: To be an integral constituent of the core management team in an organization of repute and contribute in all aspects of general administration, and training**

**SYNOPSIS**

* **Core Competence:** An able administrator, a tactful leader and an efficient trouble-shooter who can effectively communicate to and lead a sizeable team towards achievement of organizational objectives.

**INDUSTRIAL EXPOSURE**

* **Current Assignment:**
* Freelancers French to English and English to French translator
* **Last Assignment:**
* French to English and English to French translator in LGS Global Trading (Abidjan/ Côte d’Ivoire)
* French to English and English to French translator in LGS GLOBAL TRADING (Cotonou/Benin)
* Freelancer French to English and English to French translator past 8 years for many companies and agencies in various field as specified below :

 (Accounting & Auditing, Advertising & Public Relations, Agriculture, Archaeology, Architecture, Art / Crafts / Painting, Arts and Humanities, Astronomy & Space, Automotive, Biology / Biotechnology, Botany, Building & Construction, Business / Commerce (General), Chemistry, Computer Hardware, Computer Software, Computer Systems and Networks, Computers (General), Copywriting, Cosmetics / Beauty, Diplomas / Certificates / Etc., Ecology & Environment, Education / Pedagogy, Electronics, Engineering (General), Engineering (Chemical), Engineering (Civil & Hydraulic), Engineering (Electrical), Engineering (Energy), Engineering (Industrial), Engineering (Nuclear), Engineering (Petroleum), European Union, Fashion / Textiles / Clothing, Finance / Economics, Fisheries, Food / Nutrition, Gastronomy, General, Globalization, Government / Politics, History, IT / E-Commerce / Internet, Industry and Technology (General), Insurance, Journalism, Law (Banking & Financial), Law (General), Law (Contracts), Law (Taxation / Customs), Linguistics, Medicine (General), Medicine (Dentistry), Medicine (Health Care), Medicine (Instruments), Medicine (Pharmaceuticals), Metallurgy, Military, Mining & Minerals / Gems, Music, Philosophy, Photography / Graphic Arts, Physics, Printing & Publishing, SAP, Shipping & Maritime, Slang, Social Science, Sports / Recreation / Fitness, Telecommunications, Transportation / Shipping, Travel & Tourism, Zoology etc…)

**LANGUAGES**

* French Language Specialist
* Fluent Spoken and Written French and English
* Learnt Spanish and Written

**ACADEMIA**

* Master in Human Resources Management High school ITA Group/ Côte d’Ivoire 2008-2009
* License in Human Resources Management High school CEPIB Group/ Côte d’Ivoire 2007-2008
* Diploma of second level in English : DEUG II (University of Cocody Abidjan) 2004-2005
* High school Technical degree in Corporate Communications High school LOKO Group/Côte d’Ivoire 2003-2004
* Literature Bachelor : 2nd school “Lycée Moderne la Colombe”/Côte d’Ivoire 2001-2002

**COMPUTER SKILLS**

* Microsoft XP / Vista
* Microsoft office 2003/2007(word, Excel)

**INTER-PERSONAL SKILLS**

**Communication & Team Work**

 I have been consistently enhancing the effectiveness of individual and team communication by learning from the dynamic seniors and colleagues I have been associated with during my professional career as well as academics. I can present my ideas clearly through concise but focused verbal and written communication. I am also a good listener, highly empathetic and cautious of audience awareness, approach, frame of mind and ability to understand.

**Analytical & Problem Solving Skills**

 I have strong analytical and diagnostic skills. I am adept in resolving conflicts, establishing peace and harmony but am equally competent to enforce discipline.

**PERSONAL DETAILS**

**Date of Birth:** 17/04/1980

**Marital Status:** Single