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| Name: Ngoy Kayembe Akhenaton TrésorLocation and date of birth: Kinshasa, 27 May 1984Nationality: CongoleseCountry: Democratic Republic of Congo C:\Users\Akhenaton Kayembe\OneDrive\Public\DRC Flag logo.pngGender: MaleLanguage: French – English – Swahili – LingalaAddress: Plot number 1649 Ledumadumane – Gaborone – BotswanaTelephone: +267 76 393 595Passport Number: OP0443335 |

**PROFILE**

**EDUCATION**

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| 2016 – 2020: B Bus (Hons) International Business, Business & Globalisation at Limkokwing University of Creative Technology Botswana – ID: 207043508 – Tan Sri Award for Leadership – fmwobobia@limkokwing.ac.bwGaborone – Botswana. |
| 2004 – 2009: Degree in Law, Economic and Social at University of Lubumbashi. secretariat.rectorat@unilu.ac.cd – academique@unilu.ac.cd Lubumbashi – Congo DR. |
| 1996 – 2004: French literary’s High School Diploma at College Saint-Joseph Elikya.Kinshasa – Congo DR. |
| 1990 – 1996: Primary Certificate at Monseigneur Bokeleale Primary school.Kinshasa – Congo DR. |

**WORK EXPERIENCE**

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| 2020 – Present: French teacher at Newton International School.Gaborone – Botswana. |
| Mission or tasks realised * Teach French as a second language in listening, reading, speaking and writing and translate Cambridge’s syllabus contents in French.
* Setting French continuous assessment and final examinations based on Cambridge Assessment International Education programme.

Mission or tasks realised * Performing a video shooting session for SADC’s project.
* Editing SADC’s French scripts.
* Voice-recording SADC’s French projects.
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| 2020 – Present: French Translator and Editor – Voice recorder – SADC’s projects performer in partnership with Next edition Media – nexteditionmedia@gmail.comGaborone – Botswana. |

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| 2019: Social Media Marketing Intern at BitBrands Digital Marketing – [www.bitbrandsbw.com](http://www.bitbrandsbw.com) – trevor@bitbrandsbw.comGaborone – Botswana. |
| Mission or tasks realised * Assist social media manager in creating contents, collecting artworks, assisting customers, scheduling posts on social media.
* Research, brainstorm, compile information regarding better advertisement techniques and submit the final project to the supervisor.
* Attend and cover video shooting sessions and compile data.
* Draft an assessment final report to submit to school.
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| 2012 – 2016: F. Thabitabusiness Sarl / Tenke Fungurume Mining Affiliate of Freeport-McMoran Copper and Gold as a Procurement – Logistics and Supply Chain Manager (Facilities Department) – www.fthabitabusiness.cd – francoisemuzi74@yahoo.fr – nancy.mpungu@fthabita.cd Fungurume and Lubumbashi – Congo DR |
| Mission or tasks realised * Plan to contact local and foreign suppliers and schedule orders’ placement.
* Plan to attend daily toolbox talks in order to safely implement SHE’s rules within and beyond the working environment.
* Plan to attend Human weekly and monthly meetings hosted by the Human Resource and facility department regarding safety in the camp.
* Organise procurement activities for local suppliers – Organise banking funds’ transfer for foreign suppliers as well as organise orders’ tracking from departure to delivery area.
* Organise to issue invoices of material delivered on sites and off sites.
* Lead materials’ delivery escort on site and lead team members to offload items from the trucks.
* Lead SHE’s general inspections organised by the Environment department to make sure that safety measures are effectively being implemented in the warehouse.
* Control inventory, record, prepare daily and weekly sites’ requests and schedule materials’ delivery within the camp, on sites and off sites.
* Provide chemicals’ to the environment department and control if chemicals’ Standard Operating Procedure (SOP) is duly followed and used by sites’ supervisors as per indicated by the environment and safety department.
* Submit daily, weekly and monthly reports to the management and prepare orders’ replenishment.
* Manage safety and environment portfolio in areas of fatality prevention and waste management in order to generate healthy, safe and profitable working conditions on sites and off sites.
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| 2009: Intern at the General Directorate of Customs and Excise Lubumbashi.Lubumbashi – Congo DR. |
| Mission or tasks realised * Receive, count and record customs’ slips.
* Deposit funds at the banks and performing bank transfers.
* Prepare weekly and monthly report to submit to the supervisor.
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| 2007: Intern at the Commercial Bank of Congo Lubumbashi.Lubumbashi – Congo DR. |
| Mission or tasks realised * Receive, count and record banks’ slips.
* Work in the operations’ service in local currencies, in foreign currencies, as well as in the risks’ services and carry out audits under or without supervision.
* Prepare weekly and monthly report to submit to the supervisor.
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**AWARDS**

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| 2020: Tan Sri Limkokwing University of Creative Technology Award for Leadership.Gaborone – Botswana. |
| 2015: Management’s Certificate in Fatality prevention awarded by Tenke Fungurume Mining Affiliate of Freeport-McMoran Copper and Gold.Lubumbashi – Congo DR. |
| 2013: Management’s Certificate in Supervision development modules awarded by Tenke Fungurume Mining Affiliate of Freeport-McMoran Copper and Gold.Lubumbashi – Congo DR. |
| 2012: SHE’s (Safety, Hygiene, and Environment) Certificate in Basic Fire Extinguisher Training awarded by Tenke Fungurume Mining Affiliate of Freeport-McMoran Copper and Gold.Lubumbashi – Congo DR. |

**COMPETENCES**

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| Translating and Editing English scripts into French – Voice-recording – Computer user. |
| Mission or tasks realised * Translate and voice-record SADC’s video titled World against trafficking in persons 2020 – Statement addressed by SADC’s E.S. H.E. Dr. Stergomena L. Tax.
* Interpreting and adding French subtitles for a SADC’s video on a statement addressed by SADC’s Head of Mission Honourable Dr. Lemogang Kwape, Minister of International Affairs and Cooperation of Botswana regarding Presidential Elections in the Republic of Seychelles and the General Elections in the United Republic of Tanzania.
* Voice-recording SADC’s @40 video in French.
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**SOFTWARE**

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| Word, Excel, PowerPoint, Google Translator Metro, Reverso. |

**ACTIVITIES AND INTERESTS**

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| Meditating – Reading – Sports – Trainings – Teaching – Translating – Cooking – Projects – Networking – Presenting – Travelling – Browsing – Music. |

**REFERENCES**

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| * Reginald Nsala: +267 76 395 782 – nexteditionmedia@gmail.com
* Bijou Tshabaembi: +267 73 922 418 – kalalabijou86@gmail.com
* Frida Mwobobia: +267 72 259 682 – fmwobobia@limkokwing.ac.bw
* Françoise Kielende Muzinande: francoisemuzi74@yahoo.fr
* Nancy Mpungu: nancy.mpungu@fthabita.cd
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