

**Mafany Hansel Eyoh**  
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Dynamic Programs Operation Lead with over 5 years of experience in driving operational efficiency and enhancing project execution across various sectors. Proven expertise in leadership, financial reporting, and program management contributes to seamless clinical trial operations and financial stewardship. Adept at collaborating with cross-functional teams to streamline processes, analyze performance metrics, and implement strategic improvements. A results-oriented professional committed to maintaining compliance and data integrity while fostering a culture of continuous improvement. Ready to leverage comprehensive project management skills to excel as a Project Manager.

## **EXPERIENCE**

### **Programs Operations Lead** **Camair AI, Buea**

**Sept 2024 – Present**

- Lead operational strategies to enhance efficiency across programmes at Camair AI.
- Collaborate with cross-functional teams to streamline project execution and improve service delivery.
- Analyze program performance metrics to identify areas for improvement and implement corrective actions.
- Facilitate training sessions for team members on best practices in program management.
- Manage budget allocations and financial reporting to ensure adherence to organizational goals.
- Serve as the primary client contact, executing strategic operational plans for clinical trial programmes involving medical devices and point-of-care treatments.
- Direct all phases of clinical trials from start-up to closeout, including site selection, vendor management, and oversight of study documentation.
- Ensure compliance with ICH-GCP, FDA regulations, and sponsor requirements, while proactively identifying and mitigating risks to maintain data integrity and patient safety.
- Develop and deliver comprehensive progress reports to clients and internal stakeholders, providing updates on key performance indicators (KPIs), budget, and project status.

### **Inventory and Finance Assistant** **Cameroon Clothing Company, Buea**

**Dec 2023 – April 2024**

- **Inventory Management:** Monitor and maintain inventory levels, coordinate with suppliers, and conduct inventory counts.
- **Financial Record-Keeping:** Maintain accurate financial records, input data into systems, and assist in preparing financial reports.
- **Order Processing:** Process purchase orders and invoices, coordinate with suppliers and internal teams, and resolve order-related issues.

- Documentation and Reporting: Maintain organized documentation, prepare reports on inventory and financial performance.
- Cross-Functional Collaboration\*\*: Collaborate with departments like purchasing, finance, and logistics, and assist in various tasks as needed.

## **Treasurer**

**Dec 2022 – Present**

### **Fresh Hope Foundation, Buea**

- Financial Management: Oversee organization's finances, and prepare budgets.
- Financial Reporting: Produce accurate financial reports and present them to stakeholders.
- Cash Management: Manage cash flow, bank accounts, and transactions.
- Budgeting and Planning: Develop budgets, monitor implementation, and adjust plans as needed.
- Tax Compliance: Ensure compliance with tax laws, file returns, and stay updated on changes.
- Communication: Communicate financial information clearly and transparently to stakeholders.
- Auditing and Compliance: Coordinate audits, ensure compliance, and address audit findings.

## **Administrative and Finance Assistant**

**Jul 2020 – Dec 2023**

### **Hope Outreach Foundation, Buea**

- Assist the team in the day-to-day implementation of projects and other outreach activities.
- Pay salaries
- Maintain a filing system for physical and electronic documents.
- Execute monthly CNPS declaration and payment of insurance, tax, and utility bills.
- Archiving records of all human resource, finance, and administrative files.
- Monitored office calendars to plan meetings, activities, and travel to maximize productivity. Set up conference rooms, technology, and materials to facilitate meetings.
- Workforce management (staff list, monthly hiring and termination status, step advancements, retirement procedures, and benefits, resignation)
- Generated reports, typed letters in Word prepare PowerPoint presentations, and edited documents to improve the accuracy of language, flow, and readability.
- Signing and archiving: Attendance sheet, purchase request, - contracts - cover page, etc.
- Responsible for the administration of cash accounts, ensuring compliance with existing procedures; shortages or thefts must be reported,
- Weekly update on the economic and financial situation of the organization, in terms of expenditure, credits, cash flow, and available liquid assets
- Keeping the cash books, and creating detailed expense reports to facilitate reimbursement for business expenses incurred. ensuring that each item of expenditure is recorded in the corresponding book and that expenditure is broken down by budget heading.

## Office Clerk

Jan 2019 - Jun 2020

### Eyong Bissong Chamber, Buea

- Boosted file efficiency and reduce storage space with proactive management of records and elimination of redundancy.
- Provide clerical support to company employees by copying, and filing documents
- Remained calm and poised in high-stress, dynamic environments to promote service to customers.
- Communicated with clients, scheduling appointments and replying to calls and emails as needed.
- -Established rapport with clients using active listening and interpersonal skills

## EDUCATION

### Master of Business Administration in Project management

Jan 2024 - Present

*Higher Institute of Management Studies, Buea*

### Bachelor of Science (B.Sc.) - Geography

Oct 2014 - Dec 2016

*University of Buea, Buea*

### GCE Advance Level.

Sep 2011 - Aug 2013

*Government High School, Buea.*

### GCE Ordinary Level.

Sep 2006 - June 2011

*Government High School, Buea.*

## SKILLS

Leadership, Emotional intelligence, Financial Reporting, Communication, Problem-solving, Result oriented, Management, Data entry, Organizational, Time management, MS Office, project management.

## LICENSES & CERTIFICATIONS

### Clinical Trial Project Management

2024

*Udemy*

### Google Project Management

2024

*Cousera*

### McKinsey Forward Program

2024

*McKinsey*

### Project Management in Global Health

2023

*University of Washington*

### Cameroon Taxation training

2023

*Enrich Hub*

### Accelerated Jobberman Soft skills training

2023

*Jobberman - tayorkreez*

### Fundamentals of Human Resource Management

2023

*Alison - 1239-14698602*

**Driver's License**

2023

SW-48016403

**Corporate Governance**

2019

*Alison - 1364-14698602*

**REFERENCES**

Dr. Ronald Mbua Gobina, Nephrologist, Buea Regional Hospital.

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