



Etablissement Inter – Etats d'Enseignement Supérieur  
CENTRE D'EXCELLENCE TECHNOLOGIQUE PAUL BIYA  
BP 13719 Yaoundé (Cameroun) Tel. 237) 22 72 99 57  
Site web: [www.iaies-cameroun.com](http://www.iaies-cameroun.com) E-mail: [iaies\\_cameroun@yahoo.fr](mailto:iaies_cameroun@yahoo.fr)

**Expert English  
Resit Exam  
June 2022**

**Classes: SR3 A et B**

**Time allowed: 1h**

Write a one-page Application letter to fill the position of *Data Analyst* position with the *Kribi Port*. Address your letter to the Human Resource Manager. Your name is *Bissong David*; you live in *Maroua*, P.O Box 296, [bissongd@live.com](mailto:bissongd@live.com), Tel: **699554213**

Position Title: **Data Analyst**

Company: **Kribi Sea Port, P.O Box 234, [www.kribiport.com](http://www.kribiport.com)**

Location of Work: **Kribi, South Region**

Type of contract: **Permanent**

**Job purpose**

The **Data Analyst** maintains the computer networks of all types of organizations, providing technical support and ensuring the whole company runs smoothly. He monitors and maintains the company computer systems, installs and configures hardware and software, and solves technical problems.

**Duties and responsibilities**

- o Maintain records of software licenses
- o Manage stocks of equipment, consumables and other supplies
- o Provide orientation and guidance to users on how to operate new software and computer equipment
- o Organize and schedule upgrades and maintenance without deterring others from completing their work
- o Generate solutions or approaches to the most demanding problems within the team
- o Establish workable, prioritized, and highly effective problem-solving plans for each problem

**Qualifications, Skills and Experience**

- Education: Bachelor's degree in Computer Science, Electrical Engineering, Computer Engineering or similar technical discipline; or, equivalent demonstrable experience
- o Minimum of 3 years of Data analysis experience
- o Strong computer and communication skills
- o Ability to recognize the sensitivity to individual organizations needs and the impact on services of the introduction of IT solutions
- Interpersonal/Individual Competencies: ability to work with other team members, flexibility, decisiveness and personal integrity

**Good luck!!!**