**First Name of Application CV No 1623150**

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**PERSONAL PROFILE**

A highly effective and adaptable Politics graduate, with valuable experience gained from working within a variety of performance-focused sectors, from sales, business development to teaching. Demonstrated and administered strong commercial acumen and technical ability, with a proven track record of successfully delivering organisational change. Self-motivated, with people development skills, with a firm commitment to achieving desired results, increasing organisational efficiency and effectiveness and surpassing customers’ expectations. Thrives in stressful and time critical situations, with a proven track record of coordinating and leading a team to deliver on time and within budget. Actively seeking a career as a Junior Project Manager or Project Coordinator within your company.

**SKILLS AND ABILITIES**

* **Project Management**- Ability to effectively delegate tasks, superb planning, analysis, and estimation skills and managing risks and mitigating their impact on projects.
* **Event Coordinator-** Planning & organising all practical aspects of events (e.g. catering, audio-visual, room set up & cleaning).
* **Administrative Support-** Excellent team player and supportive office manager. Responsible for the day-to-day tasks and administrative duties of the office including covering the reception area.
* **Leadership & People Management Skills**- Successfully attract, retain clients, motivate and develop team moral.
* **Communication Skills**- Engage, present, assert and communicate effectively.
* **Excellent Customer Service Skills-** Going above and beyond day-to-day objectives by providing great support for customers and stakeholders’ queries.
* **Collaboration Skills**-Influence, building relationships, navigate politics, manage conflicts and negotiate in professional and social environments.
* **Finance Skills**- Setting budgets accordingly and understand financial statements.
* **Computer Skills**-Proficient with the following: Microsoft Windows 7/XP/Vista, Microsoft Office (Word,Excel, PowerPoint), InfusionSoft: CRM, Marketing and Sales software and Asana: Project Management software.
* **Language Skills**-Native English, Fluent Yoruba and Basic Spanish.

**EMPLOYMENT HISTORY**

***Business Project Assistant and Event Coordinator - ASPYRE Group (UK) – July 2015- March 2016***

**Key Responsibilities:**

* Organised monthly events by managing key supporter relationships with significant individuals, managing social media content using Hootsuites and also identifying opportunities to up sell (e.g. the CEO’s corporate coaching services and stands for sponsors).
* Responsible for costing, estimating and planning projects for corporate events.
* Produced detailed sponsorship proposals for the events (e.g. timelines, venues, suppliers, staffing and budgets).
* Liaised and delegated specific responsibilities to members of staff including graphic designers to create a brand for the event, organising the production of tickets, banners, posters, and coaching sales brochures.
* Maintained and completed Project Key Performance Indicators.
* Independently managed the tracking of project deliverables using appropriate software projects such as Asana and InfusionSoft.
* Identified and recommended senior members of staff opportunities for cost reduction and revenue improvement by further identifying an additional market niche.
* Provided administrative support by organising and facilitating management meetings (e.g. drafted meeting agendas, supplied materials and executed follow-up for meetings and team conferences)
* Managed the receptionist area, including greeting visitors and responding to telephone and in-person requests for information.

***Temp Student Caller- Coventry University’s Annual Fund Telephone Campaign (Coventry)- October 2014-June 2015***

 **Key Responsibilities:**

* Used CRM database to filter specific alumni, enquiring information about their affinity with the university and request for their financial support for students in need.
* Record and monitor sensitive information (e.g. income and expenditure and other personal information) for marketing purposes.
* Actively followed up with alumni to ensure they were completely satisfied with their financial commitment to the university.
* Inputting data accurately and efficiently with experience of working in a small team.
* Trained team members in management of data.
* Achievement: Successfully achieved personal sales target of over £1,000 per week.

***Fashion Sales and Image Consultant - Beige Plus -July 2014- October 2014***

**Key Responsibilities:**

* Exploited all areas to market, promote and sell Beige Plus as a brand by demonstrating the ability to communicate effectively and provide excellent customer service skills.
* Demonstrated outstanding team solidarity using excellent time management and organisational skills.
* Communicated with prospective clients as well as keeping in track of store inventory with paying close attention to details.
* Scheduled accurate appointments handled merchandise budgets and administered reports when required.

***English Language Teaching Assistant -British Council Auxiliar de Conversacion Programme (Madrid,Spain) - November 2013- June 2014***

**Key Responsibilities:**

* Actively reviewed pupil’s performances throughout the academic year.
* Established an effective working relationship with teachers and parents.
* Contributed to the assessment process using a variety of methods and techniques and provided effective, timely, and appropriate feedback to students to support their learning.
* Contribute to the development of appropriate teaching materials to ensure the content and methods of delivery meet learning objectives.
* Independently provided English language conversational classes and activities in the absence of teachers using public speaking skills and effective planning.

***Sales Assistant -Three Retail Communications - May 2011 – January 2013***

**Key Responsibilities:**

* Effectively delivered personal sales targets of up to 160% (in a month) within a busy retail environment.
* Maximising every selling opportunity to achieve store and individual sales targets and KPI indicators.
* Analysing customer requirements and creating the appropriate product or service for their needs.
* Maintaining quality & standards of the organisation in all areas of provision.

**EDUCATION**

Coventry University 2011- 2015: BA Politics 2:2

Universidad Europea de Madrid 2013-2014: BA International Relations and Politics 2:1

Crossways Academy 2008- 2011: A-level: Politics, Philosophy, Sociology-260 UCAS Points

Harris Girl Academy East Dulwich 2003-2008: 9A\*-C GCSE including English and Mathematics