Djamel Eddine Touati

Nationality : Algerian

Date of birth : 21 mai 1989

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| PROFILE |

 An Law & Political Sciences and Public Laws university graduated who is extremely adaptable and able to work on own initiative. Highly confident in organizing and completing multiple tasks to set deadlines. Currently looking to contribute to the success of a company, which offers an opportunity for career progression and personal development within a customer focused environment.

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| CAREER OBJECTIVES |

 Seeking a challenging position with a progressive organization that will effectively utilize my knowledge and expertise, where I can grow with organization and prove to be an asset for its effective functioning, be a team player for the achievement.

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| PERSONAL ATRRIBUTES |

* Presentable, confident and enthusiastic professional.
* Trustworthy, hardworking, efficient and highly organized individual with good communication skills.
* Excellent customer service and public relation skills.
* Proven ability to work under stress environment with less supervision.
* Hard working individual, responsible, efficient with an excellent work ethics.

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| PROFESSIONAL EXPERIENCE |

**In Information Technology:**

Company: Condor Electronics.

Position: Sales Executive .frrom 2014 to june 2016

**Duties & Responsibilities:**

* Communicate with the status of the project with the client representatives.
* Making follow ups with the current hot clients.
* Providing after sales and service support to existing customers in the form of preventive onsite maintenance.
* Process data’s in correct time and make it result oriented. Ensure better knowledge for the success of work.
* Handling portfolio of private banking customers.
* Assisted customers with their queries and problems by phone and e-mail.
* Established and maintained contacts with new and existing customers as per the direction of the supervisor.
* Entered and updated new customer details in the customer relationship management software according to administrative guidelines.
* Achieved set targets of the firm by the stipulated deadline.

**In Fashion : from july 2013 until mai 2014 ( Pierre Cardin ) fashion company, sales assistant in ( Algiers,Algeria ).**

**MY JOB RESPONSIBILITILIES :**

**-**Assisting customers and introduce the product and its quality adventage .

-Recoding daily sales to the sales ledger.

-Putting barcode or price on the display item.

-Cashier A, preparing reports, requesting stocks, sending emails, arranging displays, counting the stocks in the stockroom.

**In Customer Service : from september 2012 until juin 2013, tourist company, (top tours) skikda,algeria.**

**MY JOB RESPONSIBILITIES :**

**-**Find clients and make calls to take appointments.

-Provide the highest standards of customer service and train the new dealers .

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| EDUCATION |

* **Bachelor Degree in Low & Political Sciences and Public Low**: University of Skikda Algeria **(2012).**
* **Secondary School Passing Certificate in literature and languages (2008).**

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| LANGUAGES & PROFESSIONAL SKILLS |

* Native Arabic speaker.
* Fluent in French, English & German speaking and writing.
* Fluent in Microsoft access, word, excel and power point.
* Excellent internet surfing skills.
* Excellent analytical skills.

**Job Seeker First Name / CV No: 1843206**

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