**RESUMÉ**

**MILLICENT**

[**MILLICENT.332724@2freemail.com**](mailto:MILLICENT.332724@2freemail.com)

**SUMMARY**

I am a highly motivated and hardworking person with 4 years’ experience in marketing. I am a confident and charming professional who excels at multitasking and prioritizing competing needs simultaneously and following through to achieve set goals. I have exceptional English communication and IT skills.

**SKILLS**

* Exceptional English oral and written communication skills
* MS Office proficient (MS Word, Outlook)
* Marketing and Sales
* Organizational skills
* Excellent time management skills
* Ability to work under pressure with no supervision
* Results-oriented
* Customer Handling
* Customer Retention

**EMPLOYMENT HISTORY**

**SALES ASSISTANT / ASSOCIATE– OK MART HARARE**

March 2014 – October 2016

***Responsibilities:***

* Welcoming customers and determined their needs and wants
* Offered customers with exemplary and timely service
* Provided accurate product information
* Served multiple customers, discovered their needs, and made recommendations to generate sales
* Discussed type, quality and number of merchandise required for purchase
* Provided advice to clients regarding particular products or services
* Answered customers’ queries and concerns
* Quoted prices and discounts as well as credit terms, warranties and delivery dates
* Assisted in display of merchandise
* Maintained sales records for inventory control

**MARKETING ASSISTANT - WANESU GIFTS**

March 2010 – February 2014

***Responsibilities:***

* Assist the Marketing Director and the whole marketing team with day-to-day marketing projects (brand and tactical campaigns)
* Work closely with the Managing Partner for quotation approval
* Basic market research tasks
* Assist in creating marketing plans for the group
* Communicate with agencies and suppliers for marketing requirements, quotations, order deliveries, invoices, and payments
* Coordinate and oversee external / internal corporate events (VIP client visits, conferences, mall promotional activations, company social functions)
* Handle all incoming advertising enquiries
* Budget inputting (marketing department’s monthly cost summary)
* Manage social media campaigns (Facebook, Twitter, Instagram)
* Accommodate media enquiries
* Edit basic creative assets (video and non-video materials)
* Organize meetings for all members of the marketing department
* Responsible for the inventory of all marketing materials
* Organize and monitor the distribution / collection of all marketing materials for all the associates of the company (local and international shipments)
* Perform other tasks and duties assigned by senior management

**EDUCATION**

Ordinary Level - Harare

Institute of Secretarial and Office Administration – Trust Academy

**INTERESTS**

Travelling, music, walking, reading, cooking

**REFERENCES**

Available on request

**PERSONAL PROFILE:**

Date of Birth : 24/04/1988

Gender : Female

Marital Status : Single

Nationality : Zimbabwean

Languages : English

Visa status : Tourist