

**MIFFTA**

**C/o-Mobile#: +971505891826**

[Miffta.343451@2freemail.com](mailto:Miffta.343451@2freemail.com)

Professional profile

*Highly skilled and industrious Salesman with a demonstrated ability to perform and deliver the best customer services and territorial management with tested skills in prioritizing and finishing multiple tasks in time and in a highly organized* *manner. I Strive to update myself with the tech to grab up to date and knowledge of Good sales man who meet company targets using technology is dire so I have up to dated.*

Personal Detail

**Date of Birth;** 21 Dec, 1984

**Nationality**: Ethiopian

**Marital Status**: Married

**Visa Status;** Visit Visa

Career summary

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| **September 2008- December 2012 Bedrya Import Export Trade, Addisababa Ethiopia.**  **sales man and operation assistance**  *Bedrya import export is business operated In Addisaba Ethiopia engaged in importing and selling used cars*  *To market from middle east and European market.* |

**Key Responsibilities**

* Selling Products by establishing contact and developing relationships with prospects; recommending solutions.
* Maintains updated professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personal networks; benchmarking state-of-the-art practices; participating in professional societies.
* providing administrative support that aid the daily business operations of an organization
* Help keep businesses running smoothly
* ordering supplies and preparing sales reports
* help train employees and perform some bookkeeping and documentation duties
* Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analysing sales options.
* Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.
* Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.
* Prepares reports by collecting, analysing, and summarizing information.
* Maintains quality service by establishing and enforcing organization standards.
* Contributes to team effort by accomplishing related results as needed.

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| **March 2013 – January 2016** | **Motech Trading and Manufacturing Plc Addisababa Ethiopia,** |
|  | **Export Division Head** |

**Key Achievements**

* Train of junior import documentation clerks.
* Organizing the documentation of LC Files and other File related with import export transaction

**Key Responsibilities**

* To manage the entire duties associated with the import and export activities
* local and international export market analysis
* initiation and finalization of correspondences
* Handling of letter of credit and related and documentation
* undertakings of international banking activities in relation with foreign transactions   and
* Customs clearance, inland transport and freight arrangement.

Education and qualifications

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| **Qualification** | **BA Degree, Business Administration & Information System**  **majoring Information System , CGPA 3.19**  **Addis Ababa University college of Commerce. Addis Ababa, Ethiopia 2007.**  **Secondary school certificate** |
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Key skills

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| **Language English Excellent, IELTS certified scored 5.5**  **Arabic fluent writing and speaking**  **Amharic Native**  **Other Skill Good Computer internet browsing and email Management**  **Ethiopian Driving licence**    Key Competencies   * Ability to work in a fast-paced environment * Strong ability to handle the staff and work pressure. * Enthusiastic, self- motivated and understanding * Analytical and logical approach towards problem solving * Creative, patient and persuasive * Leadership and entrepreneurial skills * “Can do” attitude with proven ability to deliver the best results |

Passport Detail

Date of Issue: 23 Sep 2016

Date of Expiry: 22 Sep 2021

Hobbies

* Reading Books
* Travelling
* Socializing
* Web surfing