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**Mekedlawit**

[**Mekedlawit.359344@2freemail.com**](mailto:Mekedlawit.359344@2freemail.com)Citizenship: Ethiopian

Gender: Female

Date of Birth: 28 Feburary 1995

Marital Status: Single

Visa Status: Tourist visa

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| **Objective** |  | Seeking a challenging and rewarding position as a **SALES ASSISTANCE** with your Company by utilizing my ability to maintain the company’s standards and deliver exceptional services as directed by the supervisor. |
| **Experience** |  | Sales AgentOctober 2012- March 2014 Halcomal Real Estate, Addis Ababa, Ethiopia  Duties and Responsibilities:   * Advising clients on prices, mortgages, market condition and related information * Manage property list for sale and leasing * Tour with clients and potential clients for property sight seeing * Constructing a wide range of property network for referrals  Guest Relation ExecutiveApril 2014- August 2015 Ellele International Hotel ,Addis Ababa, Ethiopia ( 5 star)  Duties and Responsibilities:   * Welcome guests during check-in and giving a greet farewell to guest while checkout. * Handling guest complaints and concerns in an efficient and timely manner. * Overseeing VIP guests, arrivals and departures. * Coordinating and multi-tasking job duties in a busy environment * Should possess detailed information about the Hotel, city as well as the competition. * Detailed information regarding arrivals and room requirements. * Have up to date information on daily room occupancy |
| **Skills** |  | ***Sales and Customer Service***   * Excellent ability to sell merchandize and services * Both Indoor and outdoor sales techniques with proven results * Excellent communication skill and Telephone manner   ***Management***   * Staff training and supervision as well as target Achievement skills * Strong Material and Office management skills * Business development and management skills |
| **Education** |  | * Bachelor of Science Degree in Physics, Addis Ababa, Ethiopia * Certificate on Introduction to computing, St. Mary’s Computer Systems * Senior Secondary School Certificate |
| **Language skills** |  | * English: Excellent with a Western accent * Amharic: Native |
| **KEY COMPETENCIES** |  | * Enthusiastic, self-motivated and understanding * Excellent customer service skills and articulate and well groomed personality * Creative, patient and persuasive with a strong desire to help people * Leadership and entrepreneurial skills * Exceptional ability to handle stress and work under a hectic environment * Excellent proven multitasking skills   **Declaration**: I hereby declare that the information furnished above is true and correct to the best of my knowledge |
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