**CURRICULUM VITAE**

**PERSONAL DETAILS**

NAME **:** JOHN

[John.363031@2freemail.com](mailto:John.363031@2freemail.com)

LANGUAGES : ENGLISH, ARABIC & KISWAHILI

VISA STATUS : VISIT VISA

**MY MISSION**

To work in any challenging business fraternity with positive and hard work to achieve institutional goals

**Competencies and Personal Attributes:**

* Highly organized, self- confident, dependable, quick-learner with the ability to pay attention

to details.

* Possess excellent verbal and written communication skills.
* Ability to be a resourceful team player with leadership skills.
* Can conduct, manage office procedures and also make decisions independently.
* Possess the drive and skill to motivate others to perform tasks.
* Ability to take initiatives.

**WORK EXPERIENCE**

**Jan 2015 – Jan 2017**: Work with **Argus Technology Solutions llc QATAR** as a SALES Executive / Customer service

**Main Duties and Responsibilities:**

* **Research and analyze market conditions and opportunities**.
* **Map potential customers and competitors for the product.**
* **Promote initial follow ups for sales prospects of the product.**
* **Coordinate with the marketing, and administrative departments.**
* **Good handling and preparation of sales status reports in MS-Office Word, Excel etc.**
* **Organizing sales visits**
* **demonstrating and presenting products**
* **establishing new business**
* **maintaining accurate records**
* **attending trade exhibitions, conferences and meetings**
* **reviewing sales performance**
* **negotiating contracts and packages**
* **Aiming to achieve monthly or annual targets.**

**March 201 2 – November 2014:** Worked at **A.LANGE & SHANE JEWELRY Ltd Company in Kenya** as sale Associate

**Main Duties and Responsibilities:**

* Provide guidance assist sellers and buyers in marketing and purchasing property for the right price under the terms
* Determine client’s needs and financials abilities to propose solutions that suit them
* Intermediate negotiation processes, consult client on market condition, price, mortgages, legal requirements and related matters, ensuring honest dealing
* Perform comparative market analysis to estimate properties value
* Display and market real property to possible buyer
* Prepare necessary paper work( contrast, leasing, deeds, closing statement etc)
* Manage property auctions or exchange
* Maintain and update listing of available property
* Cooperate with appraisers, lenders and home inspectors
* Real Estate agency or brokers lances
* MS Office familiarity
* Strong sales , negotiation and commission skills
* Remain Knowledgeable about real estate market and best practices

**EDUCATIONAL BACKGROUND**

**2012- 2014** : Technical University of Kenya

Degree in Business Administration

**2013- 2013** :INSTITUTE OF ADVANCED TECHNOLGY

User Support Profession

: NEW HORIZONS COMPUTER LEARNING CENTERS

Diploma In network Administration

**2008- 2011** : Dr kiano High School

Kenya school of secondary education

**1999-2007** : James Chege Academy

Kenya school of primary education

* Computer Literate
* Driving license
* Life guard

**HOBBIES**

* Reading i.e. inspirational books and magazines.
* Watching National Geographic and reality television.
* Travelling, Aerobics/Boxing and socializing.

**REFEREES**

Upon request.