**Zimuzo**

**Zimuzo.365996@2freemail.com**

**PERSONAL SUMMARY**

I am a focused and hardworking Business Development Executive, with over 4 years’ experience in the Automotive and Sales Industry. I am skilled in negotiation, customer service and meeting targets, which provides me with a solid base to start my next career step. I am looking to commit myself fully to a respected company, where I can utilize these skills, learn, develop, and have the chance to show my strong work ethic.

**WORK EXPERIENCE**

**January 2017 – Present**

**First Resort Group LLC FZE**

**Dubai**

**International Business Development Executive**

* Working on a large automotive expansion project – assisting in recruiting positions across Saudi Arabia and UAE
* Making calls to large Multinational Companies across the GCC to see if they have Recruitment needs
* Talking to senior level HR executives across the GCC to create potential business pipelines that leads to deal closure
* Making over 100 calls/follow-up calls per day having a minimum of 50 connected calls
* Compiling a list of companies for each industry sector search
* Sending follow up emails to previously contacted companies
* Provide regular feedback to senior manager about marketplace and competitor activity
* Develop effective working relationships with customers through regular calls, identify and obtain further sales and business development opportunities
* Identify requirements for new recruitment within organisations across different industry sectors
* Manage phone calls and correspondence (e-mails, sms)
* Create and update records and databases with client specifications, summary and other data through Microsoft Google Docs

**June 2012 – August 2016**

**Moonlight Automobiles LTD**

**Nigeria**

**Car Sales Executive**

* Brands Handled: Mercedes Benz, BMW, Porsche, Bentley, Rolls Royce, Land Rover, Audi, and Toyota.
* Organising 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.

**EDUCATION**

**Sept 2014 – April 2017 BSc Information Technology**

Middlesex University

Dubai

**CERTIFICATES**

* University of Warwick: Business Transformation Workshop, 10th November, 2015
* Participation in ISM EMC course, 2016.

**TRANSFERABLE SKILLS**

* Verbal Communication. I am able to express my ideas clearly and I am confident in my speech.
* Teamwork. I work confidently in groups because of my competitive mind.
* Flexibility. I adapt well to changing situations and environments.
* Time management. I prioritize tasks and managing my time effectively and good with working under pressure and meeting deadlines.
* Quick learner. I am able to obtain and process information quickly.
* Negotiating. I am good at concluding deals which benefit both I and customer.
* Customer service: Customer friendly attitude and approachable.
* Applications: Microsoft office expert
* Programming languages: SQL, PHP and HTML.
* Operating systems: Windows, Mac OS, Ubuntu.

**PERSONAL INFORMATION**

Date of Birth: **30th August 1995**

Languages: **English**

Marital Status: **Single**

Visa Status: **Student**

\*References available on request