**Personnel Information**



**Nationality:** Cameroonian (CM)

**Languages:** French and English

**Notice Period:** Immediate

**Valid UAE Licence with own Car**

**Interests**

* Studies
* Outdoors (Camping, Hiking)
* Travelling (Experiencing different cultures, seeing the world)
* Sports (Water sports, Rugby, Cricket )

**Objective**

To obtain a much more challenging position that will greatly adhere to my desire to progress further in my career. Furthermore, to grow with an organization that has proven to be an asset for its effective functioning and well known for its highly exceeding achievements and services to their guest and employees.

**ORGANIZATIONAL AND PERSONAL SKILLS:**

* Innovative with good analytical skills, loyalty, faithful, obedient, willing to work under pressure.
* Good aptitude for team work.
* Always willing to learn and adapt very fast.
* Can conveniently work with people from multicultural background.
* Very good communication skills and good in human relationships, enthusiastic, and have excellent customer service skills.
* Drive to plan for and deliver results despite obstacles and setbacks

**Work Experience**

**Senior Sales/ Purchasing Manager Sep 2011 – Present**

**TEN STEPS TRADING LLC, Dubai, United Arab Emirates**

* Frequent trips to China for purchase directly from factories
* Responsible for team management and team productivity
* Negotiating price and terms of products with suppliers.
* Managing, developing & improving the purchasing team.
* Benchmarking performance of the Supply Chain.
* Establishing terms, pricing, quality requirements, delivery, and contracts.
* Adhering to all company policies with regards to accounting procedures.
* Administering the online purchasing systems.
* Reviewing all contracts/agreements to achieve ‘best price/best quality’ purchasing
* Preparing & processing requisitions, purchase orders & invoices for purchases.
* Giving sourcing input to colleagues to aid business planning & development.
* Making recommendations & advising senior management on all purchasing issues.
* Maintaining records of supplier contracts, agreements, goods ordered received.
* Managing vendor relationships and building effective supply chain partnerships.



**Sales Executive Mar 2009 – April2011**

**NSAI Insurance Company, Dakar, Senegal**

* Customized insurance programs to suit individual costumers covering a variety of risks
* Interview prospective clients to obtain data about their financial resources and needs.
* Sold various types of insurance products to businesses and individuals
* Calculate premiums and established payment methods
* Interpret, implement, and enforce company policies.
* Prepare and submit activity reports.****

**Assistant Manager Jan 2007 – Feb 2009**

**Lope Hotel** [**Libreville**](https://www.google.ae/search?q=Libreville+Gabon&stick=H4sIAAAAAAAAAOPgE-LQz9U3MDY1sVACs9IKzY21ZLKTrfRz8pMTSzLz8_ST80vzSooqrZITCzJLEnMAdrSESDQAAAA&sa=X&ved=0ahUKEwiuvJGE8JLTAhUJcBoKHbFmDHIQmxMImQEoATAU)**, Gabon**

* Training New Employees during probation period
* Advice sellers on proper business ethics to optimize sales
* Preparing Flyers and Photographs to advertise company products
* Monthly evaluation and business analysis to establish enterprise strengths and weaknesses
* Assists in important company decisions such as pricing of products
* Access previous business performance and forecast future developments



**Education**

* **Bachelor Degree in Insurance and Management. Senegal 2011**
* **Degree in English Private Law: University of Yaoundé II SOA, Cameroon 2005.**
* **G C E Advance Level Certificate: Cameroon 2002**

**PROFESSIONAL TRANING:**

* **Business Execution: Crafting a Business Strategy that Executes**
* **Simulation: Participation in Teams**
* **Effective Communication in Teams**
* **Business Excellence: The fundamentals of quality**

**LANGUAGE PROFICIENCY:**

**LANGUAGES: Speaking Written Reading**

 **English** Fluent Fluent Fluent

 **French** Fluent Fluent Fluent

**References**

**Provided upon request**