**Abdel**

**Email:** **abdel.375397@2freemail.com**

**Employment Visa**

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**CAREEROBJECTIVE:**

To reach a position which offers me key participation, team oriented tasks, immediate challenges, and career opportunity.

**PROFESSIONAL WORK EXPERIENCE:**

**Organization: Infonet Institute**

**Tenure: June 2014-Till now**

**Designation: Business development Executive. Language Trainer: Arabic / French / English**

**Infonet Institute, a leading Educational and Training Organization in Dubai, UAE is a Management & Soft Skills Training Centre Established in the Year 1999. The Institute has a thrust on Professional Short Term Management Courses aimed at working Professionals.**

**Responsibities:**

* Teaching Arabic and English language to beginners and intermediate
* Teaching French language to Beginners, Intermediate and advanced students.
* Corporate training Arabic language
* Business development
* Telesales

**Organization: Gateway Insurance Broker**

**Tenure: March 2013-May 2014**

**Designation: Business Development Executive**

**Responsibilities:**

* Elaborating and implementing marketing strategies for business.
* Managing a team for the attainment of business objectives.
* Cold calling, meeting customers to gather information about their insurance needs and tailor policies accordingly.
* Maintaining and developing relationships with existing customers.
* Reviewing own sales performance, aiming to meet or exceed targets.

**Organization:** **EcobankBafusam Cameroon**

**Tenure:**  **Jan 2010– Feb 2013**

**Designations:** **Sales Coordinator**

The dual objective of **Ecobank** Transnational Incorporated (ETI) is to build a world-class pan-African bank and to contribute to the economic and financial integration and development of the African continent.

**Responsibilities:**

* Attracts potential customers by answering product and service questions.
* Plan advertisement, event organization and distribution of banking products
* Cold calling, phone calling and meeting customers individual and corporate
* Open customers saving or current accounts
* Maintains customer records by updating account information.
* Maintaining relationship with customers by follow-ups and promotional offers
* Cross sell other products of the bank specially credit cards and money transfer
* Contributes to team effort by accomplishing related results as needed

**Organization:** **Afredit( Editor )**

**Tenure:**  **Apr2010– Dec2012**

**Designations:** **Sales coordinator**

**Responsibilities:**

* Survey of schools in determined locality and distribution of sample books for experimental applications
* Calling for assessment of the results of the application of sample books (Maths and French primary school books)
* Distribution of general knowledge books to customers of diverse sectors of activities
* Training the school teachers on the pedagogical use of proposed academic sample materials
* Meeting customers for the follow-ups and update of the information related to their needs
* Organizing promotional events to pull customers towards the products and enhance sales.
* Keep recording of the activities and reports for reference. Cold calling to arrange meetings with potential customers to prospect for new business.
* Responding to incoming email and phone inquiries.
* Negotiating the terms of an agreement and closing sales.

**ACADEMIC EDUCATION:**

 **EXAMINING BODY: YEAR**

* Arabic and Islamic Studies Religious Institute Kuwait 1996-2002
* Graduation HND in Commerce Tankou Institute Bafusam 2003-2005
* Graduation BSc Marketing Nanfah Institute Bafusam 2006-2007

**COMMUNICATION AND INTERPERSONAL SKILLS:**

* Outstanding command over verbal and non-verbal communicative & interpersonal skills.
* Strong organizational, managerial, problem-solving, interpersonal and negotiation skills.
* Confidently able to work independently or in a team to deal effectively with educators & employees.
* Flair to organize & prioritize tasks to meet deadlines.
* Ability to manage multiple projects with minimal supervision.
* Training in Entrepreneurship from the international Bureau of Labour.
* Computer literate ( Word, Excel, Powerpoint ), typing speed 40 WPM ( Words Per Minutes )
* Have a good level command over **English French Spanish and Arabic languages**.
* Certificate in logistics and supply chain management from the KHDA Dubai.

**PERSONAL INFORMATION:**

**Date of Birth** : 04/02/1981

**Religion**  : Islam

**Marital Status :** Single

**Visa :** Employment

Other : Member of Emirati Red Crescent