Name**: SADAM**

Location: UAE Dubai

Email: sadam.382496@2freemail.com

Visa status: Employment visa (JAFZA)

***SALES EXECUTIVE | CUSTOMER CARE***

Career summary

*An ambitious, enthusiastic and highly presentable sales assistant with the aptitude and proven desire to be able to help customers make crucial decisions about what they are going to buy. I enjoy working with the public, meeting people, and am confident enough to deal with difficult situations in a calm and professional manner. Although I already have high standards of literacy and numeracy, I am committed to continuous personal development and I am always willing and eager to learn. Quick thinking is my strong suit and am able to make fast decisions when dealing with unexpected situations or emergencies. This makes me an ideal person for sales assistant vacancy that offers plenty of variety and responsibility.*

EMPLOYMENT EXPERIENCE

Universal clothing limited 2014 to present (Dubai Jebel Ali- free zone)

* Production supervision
* Team leadership
* Product promotion
* Labor analysis
* Warehouse management
* Material management

PROFESSIONAL EXPERIENCE

* Planning of procurement, production, inventory control, logistics and distribution.
* Knowledge of supervising returns and rejections professionally and promptly with supplies.
* Extensive experience in the strategic planning and warehouse layout.
* Keeping in touch with suppliers and developing cordial relationships with them.

MANAGEMENT

* Able to evaluate complex situations and find solutions for them.
* An ability to handle the pressures arising from having to meet deadlines and targets.
* Highly effective motivator with strong written and spoken communication skills.
* Planning supply chain schedules in advance of preparation for busy seasonal periods.

**KEY COMPETENCIES AND SKILLS**

* Warehousing and storage
* Strategic planning
* Project supervision
* Supply chain solution

***SELECT GARMENTS COMPANY (U) LTD***

***SALES EXECUTIVE | CUSTOMER CARE KAMPALA-UGANDA (2011, jan-2014, April)***

*Contacting prospective clients, assessing their requirements then selling them the company’s products and services that match their needs. Also responsible for maintaining ongoing relationships with customers to foster repeat business.*

***CREW MEMBER | SALES EXECUTIVE:***

*WORK EXPERIENCE:*

***Duties:***

* + *Writing accurate & informative sales reports and documentation.*
	+ *Contacting prospective clients by phone and email.*
	+ *Identifying the customer's needs.*
	+ *Dealing with a diverse range of clients in the private and the public sector.*
	+ *Evaluating competitor activity and developing appropriate responses.*
	+ *Attending sales appointments at client’s premises.*
	+ *Attending trade shows and exhibitions when required.*
	+ *Cold calling potential clients via telephone or personal visit.*
	+ *Making appointments to meet new and existing clients.*

KEY SKILLS & COMPETENCE:

* + *Operating the till and taking cash.*
	+ *Having a clear voice and excellent telephone manor.*
	+ *Able to work on own initiative as well as part of a team.*
	+ *Excellent spelling, grammar and a flexible hard working attitude.*
* *Excellent listening and verbal communication skills.*
* *Understand the regulatory, fair trading and competition rules relating to customer service.*

ACADEMICS QUALIFICATIONS

|  |  |  |
| --- | --- | --- |
| **YEARS** | **INSTITUTE**  | **AWARD** |
| 2017-2018 | Dubai police | Safety and firefightingcertificate  |
| 2015-2016 | Phoenix institute of logistic and supply chain management Dubai | Certified logistic and supply chain management professional  |
| 2014-2015 | Cedars hospital (American hospital Dubai) | Heart savers & first aid CPR certificate  |
| 2007-2009 | Premier secondary school  | Uganda advance certificate of education |

**Computer skills**-Microsoft office suite

Reference – available on request