**C U R R I C U L U M** **V I T A E**

**MEKDES**

E-mail: **mekdes.382619@2freemail.com**

**D U B A I** **–** **U A E**

**PERSONAL INFORMATION**

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|  |  |
| Date of Birth: | 21 Sep, 1984 |
| Marital Status: | Single |
| Nationality : | Ethiopian |
| Visa Status : | Employment Visa |
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| **OBJECTIVE** |  |
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Seeking a challenging and rewarding office management position with your company utilizing my special skills in contributing to the growth of the company taking in more responsibilities and respond before due time.

**PROFESSIONAL EXPERIENCE**

***Artezanat L Souk L Kadeem Ladies Tailoring; Wafi Mall, Dubai – UAE.***

***Sales Associate & Cashier***

***2017– Till Date***

***Duties& Responsibilities***

* Welcoming and greeting customers coming to the store in a pleasant and smiling face
* Present, promote and sell services using solid arguments to existing and prospective customers
* Dressing mannequins & making use of creative lighting for window display
* Establish, develop and maintain positive business and customer relationships
* Expedite the resolution of customer problems and complaints to maximize satisfaction
* Achieve agreed upon sales targets and outcomes
* Coordinate sales effort with team members and departments
* Analyze market’s potential, track sales and status reports
* Preparing for promotional events and dismantling displays at the end of promotional periods
* Come up with creative and artistic concepts for store displays
* Devise implement and execute effective merchandizing strategies
* Making sure that prices and other necessary details are visible

|  |  |
| --- | --- |
| ***M&S Construction, Addis Ababa – Ethiopia.*** | ***2015– 2017*** |
| ***Office Management*** |  |
| ***Naod Tsehaye Construction, Addis Ababa – Ethiopia.*** | ***2014– 2015*** |
| ***Office Management*** |  |

***Duties& Responsibilities***

* Welcomes visitors by greeting them in person or on phone.
* Answering phone calls and arranging appointments
* Directs visitors by maintaining employee and department directories.
* Maintaining a document register on all projects in an orderly manner
* Prepare and organize paperwork and other materials as needed for meetings, conferences, travel arrangements and others.
* Take and relay messages
* Deal with queries from the public and customers
* Ensures knowledge of staff movements in and out of organization
* Maintain office scheduling and event calendars.
* Communicate with outside parties to ensure an adequate schedule.
* Enter data and archive recent transactions and perform various duties involving sales processes.
* Processing, distributing and maintaining controlled documentation procedures.
* Maintain a well-organized office by utilizing multiple office tools and skills.



**EDUCATIONAL BACKGROUND**



* **B.A Degree in Accounting.**
* **Certificate in Peachtree Accounting.**
* Computer Application and Internet Browsing – Ms Office (Word, Excel, Power Point).



**PROFILE**

* Excellent attention to detail and analysis.
* Strong ability to organize office routine works.
* Ability to spot fraudulent data.
* Strong oral and written communication skills.
* Excellent interpersonal and communication skills.
* Leadership and entrepreneurial skills.
* Makes rapport to create loyal and satisfied customers.



**LANGUAGES**



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English

Amharic

Fluent

Native

**SPECIAL SKILLS**



* Has patience to handle complaints, even when handling unpleasant customers
* Works accurate and with eye for detail
* Ability to work separately and as part of a team



**HOBBIES**

* Reading Books
* Travelling & Watching Movies

I hereby declare that the information furnished above is true and correct to the best of my knowledge.

**Mekdes**