**SISASENKOSI**



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**SUMMARY**

I am a 29 year-old woman who holds a qualification in marketing and sales with over 5 years of work experience. My passion lies in planning and executing marketing strategies as well as engaging in marketing intelligence through research and development (R&D) to promote data-driven decision making.

**EDUCATIONAL QUALIFICATIONS**

**Institution**

**Qualification**

**Year**

University of South Africa (UNISA)

Bachelor of Commerce in Marketing Manager

2011

**Languages**

* English - Fluent
* Ndebele - Native
* Shona - Native

**WORK EXPERIENCE**

**Post: Event Supervisor and Purchasing Executive**

**Duration: January 2018 to date**

**Duties**

* Development, production and delivery of projects from proposal right up to delivery.
* Delivering events on time, within budget, that meet and exceed expectations.
* Setting, communicating and maintaining timeliness and priorities on every event

● Managing operational and administrative functions to ensure specific projects are delivered efficiently

* Travelling to on site inspections and project managing events
* Managing supplier relationships
* Providing leadership, motivation, direction and support to my team

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**Post: Sales and Marketing Executive** **Company: Access Pharmaceuticals**

**Duration: September 2012 to November 2017**

*Career Highlights: I was recognized as employee of the month after closing a record number of sales. I was elev ated to a supervisory role within a year in recognition of my high sales record.*

**Duties**

* Formulating strategies to enhance company visibility through telemarketing
* Gathering marketing intelligence through research and development (R&D)
* Customer relationship management (CRM)
* Search for new business
* Customer visits of soliciting orders
* Handling customer complaints

**Post: Sales Executive** **Company: PipeSpring Marketing**

**Duration: April to June 2012**

**Duties**

* Gathering marketing intelligence
* Customer relationship management (CRM) – query handling, client visits, product presentations
* Client retention programs and search for new business
* Key client account management
* Handling customer complaints
* Filing and documentation

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**Post: Administrative Assistant**

**Duration: August 2011 to March 2012**

**Company: Sitenet Business Solution**



**Duties**

* Customer service, including dealing with general enquiries pertaining to the core business
* Preparation of the annual training calendar and dispatch to client companies
* Compilation of Training Needs Analysis (TNA) information for client companies
* Building performance-based cultures by working closely with trainers to create talent management strategies that meet clients’ specific business needs
* Assisting member organisations in postulating corporate social responsibility (CSR) models
* Recruitment and selection on behalf of clients – interviewing, placement, induction and follow-ups

**HOBBIES**

* Watching webinars on digital tools and marketing
* Reading motivational books
* Volunteering
* Travelling

**REFERENCES**

References available upon request