#

**Curriculum vitae**

**Gulfjobseeker.com CV No:** **1273920**

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To get contact details of this candidates

Submit request through Feedback Link

<http://www.gulfjobseeker.com/feedback/submit_fb.php>

**Marital Status**: Single

**Date of birth** : 06th November, 1977

POSITION :Sales and marketing/ customer service Assistant

OBJECTIVE :

To make a positive qualitative difference to the organisation utilising the core skills of sales, marketing and administration acquired in the field of distribution, education (teacher of marketing),and attain challenging positions.

## Skill Sets:

* Exceptionally quick ability to identify focus and execute pivotal priorities
* Outstanding communication skills
* Customer problem and resolution
* Business planning and development
* Strategic marketing
* Productivity improvement
* Competitive product positioning
* Account development and retention
* Promotion and merchadising

## Professional Experience

JAN.2012-Feb.2014 : Sales and Marketing Assistant :Danga Distribution sarl

## Responsibilities :

* Generating and qualifying leads
* Sourcing and developing client referrals
* Scheduling sales activity
* Developing and maintaining customer information
* Planning and conducting marketing activities
* Making sales calls to new and existing clients
* Negotiating with clients maintaining sales activity records and preparing sales reports
* Responding to sales enquiries and concerns by phone,electronically or in person,
* Reporting to sales activities to management
* Participate in the development of sales and marketing plan
* Monitor competitors and market conditions
* Attending weekly marketing meetings
* Any other duties that may arise

JAN.2010-DEC 2011: PROGRAMME FACILITATOR : PAN AFRICAN INSTITUTE FOR DEVELOPMENT.

AIM OF PROGRAMME

:

* Prepare students register for the icm diploma and advanced diploma in marketing.
* ensure that students acquire the knowledge, skill and attitude to successfully complete their programme and perform their functions effectively in that field.
* provide lecture input on the courses:

-Buyer behaviour and consumerism (diploma);

-Principles of marketing (diploma); and

-Strategic marketing management (advanced diploma).

 Language Proficiency :

|  |  |  |  |
| --- | --- | --- | --- |
| **LANGUAGE** | **SPEAKING** | **READING** | **WRITING** |
| ENGLISH | Excellent | Excellent | Excellent |
| FRENCH | Good | Good | Good |

## ACADEMIC PROFILE :

|  |  |  |
| --- | --- | --- |
| **DATE: 2OO9-2010** | **CIM LEVEL 6 PROFESSIONAL DIPLOMA IN MARKETING** | **NAME OF INSTITUTION:****THE CHARTERED INSTITUTE OF MARKETING UK.** |
| 2005-2008 | HIGHER GRADUATE DIPLOMA IN MARKETING |  CAMBRIDGE INTERNATIONAL COLLEGE BRITAIN  |

**Operating softwares:**

BASIC COMPUTER SKILLS.

**Leisure :**

* Reading business journals
* Browsing the internet
* Driving

I CERTIFY TO THE ACCURACY AND VERACITY OF THE ABOVE INFORMATION