# C:\Users\GoodDeal\Desktop\scan\SKMBT_C35114052412210.jpgGulfjobseeker.com CV No: 1300650

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**CAREER OBJECTIVE: To ensure my knowledge will be used extensively & grow with a company that shares my vision of excellence; to further develop my career by working in dynamic institution or organization that offers a challenging position and duties that will be effectively challenging and enable me to utilize my experience and skills.**

**ATTRIBUTES:**

* **Computer Literate**
* **Positive attitude towards work**
* **Upbeat personality, smart and presentable**
* **Open minded with excellent interpersonal skill**
* **Ability to communicate and contribute in a multi cultural environment**

**WORK EXPERIENCE:**

**June 2012 – March 2014 - OMEGA Trading**

**Sales Associate**

**Addis Ababa, Ethiopia**

**Duties and Responsibilities**

* ***Customer service:* including meet and greet of customers; assisting customers with their needs, test and preferences; introducing customers with new collection, promotional value and sale items, assisting customers in their buying decision and making sure that the customer is satisfied.**
* ***Merchandising and maintaining store standards:* merchandising and replenishing stocks based on the brand’s Visual Merchandising guide line as well as maintaining key store standards accordingly.**
* ***Cashier:* Handling and processing till transaction properly based on company policy and system procedures. Moreover keeping safe all source documents for accounting and further reference.**
* **Reporting all abnormalities with in the working area thus include product/item damage, broken or even missing to the store manager or in charge person.**

**Nov 2010 – May 2012: St. Mary’s University College**

**Department Head - LAW**

**Addis Ababa, Ethiopia**

**Duties & Responsibilities:**

* **Prepare and submit (annual, semi-annual, quarterly) plans of action and implementation reports to the ODL Program Desk Expert.**
* **Determine the quality, quantity and time range of assessment activates and assign assessment tools preparation to Assessors including part-time Assessors of my Department.**
* **Direct and control the process of confidential assessment work related to item construction and secretarial work to insure security.**
* **Monitor the preparation of blueprints of the Department’s courses.**
* **Approve the preparation of exams according to test blueprints.**
* **Participate in test administrative processes of ODL such as testing, marking, grading, etc… and use the feedback for test development purposes.**
* **Guide assessors to conduct item moderation meetings under the direction of subject of TC.**
* **Prepare test blueprints and tests in my area of training and related fields of study.**
* **Participate in item analysis work of the Department’s Exams.**
* **When needed, participate in tutorials, exam invigilation and coordination and correction of learners’ assessment answer papers.**
* **Perform other duties assigned by my superiors.**

**LANGUAGE AND OTHER SKILLS**

* **Knowledge of English, presentable with charming personality**
* **Interact effectively with people at all levels.**
* **Excellent customer services**
* **Team worker, optimistic & ambitious to grow with ability to work under pressure.**

**EDUCATIONAL BACKGROUND:**

**Oct 2006 - Oct 2010: Alpha University College, Addis Ababa, Ethiopia**

**LLB Degree in Law**

**Others:**

* **May 21, 2011: Methodology and Measurement and Evaluation training.**

**Certificate**

**Center for Educational Improvement & Quality Assurance, Addis Ababa, Ethiopia**

* **April 02, 2011: SPSS training.**

**Certificate**

**Research and Knowledge management, Addis Ababa, Ethiopia**

**HOBBY**

* **Reading books, magazines, articles and Travelling.**
* **Attending different media outlets -TV, Radio, Internet**

**PERSONAL INFORMATION:**

* **Date of birth : 04 August, 1986**
* **Citizenship : Ethiopian**