ANTONY



[ANTONY.363590@2freemail.com](mailto:ANTONY.363590@2freemail.com)

**OBJECTIVE**: To proudly offer the best services to our esteemed clients and contribute to

revenue generation, by promoting other products and services offered by the

organization through conversing with the clients and my colleagues

throughout the work period, and be the best I can be in the field positioned

and help the organization meet its goals and objectives through hard work

and determination.

**PROFILE:** Mature, responsible and hardworking individual, who always strive to

achieve the highest standards possible, with excellent communication skills

(verbal and written) and the ability to relate to a wide range of people.

Confident and very enthusiastic individual who is always keen to learn, also

have the ability to work effectively within a team and the ability to handle

difficult situations without guidance.

**EXPERIENCE:** **DRIVER**

**Bin Jarallah holdings, Saudi Arabia**.

7th Jan 2015 – 17th Jan 2016

**Responsibilities;**

* + - * Drive company trucks to instructed destinations
      * Collect ant transportation of building materials to company sites.
      * Maintenance of company vehicle.
      * Ensuring safety of company vehicle and staff.

**SALES EXECUTIVE,**

**Mt. Horeb timber and hardware**

14th Jan 2014 – 30th Oct 2015

**Responsibilities;**

* + - * Maintained an awareness of all promotions and advertisements.
      * Assisted in processing and replenishing merchandise and monitoring floor stock
      * Aided customers in locating merchandise
      * Ensured customers received outstanding services by providing a friendly environment, which included greeting and acknowledging every customer, maintaining solid product knowledge and all other aspects of customer service.

**SALES EXECUTIVE,**

**Milling Corporation of Kenya**

2rd Feb 2013- 5th Jan 2014

**Responsibilities;**

* Sales and delivery of flour to customers.
* Provider customer assistance in identifying products within the business premises.
* Answering questions that help customers in making buying decisions.
* Promoted products within the industry through advertising.

**SALES AGENT**

**CMC Motors Company**

2nd Dec 2007 – 20th Mar 2009

**Responsibilities;**

* Greet and welcome customers to the showroom.
* Assist the customer find the right vehicle/car according to his needs.
* Answering queries from customers.
* Giving advice and guidance on products selection to customers.
* Dealing with customers complains
* Making vehicle sales deals with customers.
* Following up on old and new customers by calling them.

**MILITARY SOLDIER**

**KENYA DEFENCE FORCES**23rd Mar 2009 – 20th July 2013

* Security and military

**EDUCATION: COLLEGE**

**Course : Diploma in Sales and Marketing**  
  
 **Duration:** January 2006 – Aug 2007  
  
 **Institution: MOUNT KENYA UNIVERSITY ( MKU )**  
  
 **Mean Grade: PASS**  
  
  
  
 **SECONDARY**  
  
 **Kamama Boys High School – Embu, Kenya**  
  
 **Duration: 2000 – 2007**  
  
 **Grade: C (Plain) – Kenya Certificate of Secondary education**    
  
   
  
 **COMPUTER SKILLS:** **Microsoft Office Applications;**  
  
- Word - Excel - Access  
  
 - Publisher - Internet & E-mail - PowerPoint   
  
 - Page Maker  
  
 **OTHER SKILLS:**

* First aid and firefighting skills.
* Occupation health and hazard and stress management.
* Basic military training.
* Seamanship class 1
* Combative and VIP protection
* Professional driver (with international drivers license)

INTERESTS: Interacting with people from different cultures.  
  
 Reading business journals and business related magazines.  
  
 Swimming.  
  
 Watching movies.  
  
   
  
  
 **Referees available on request.**