**CURRICULUM VITAE**

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NATIONALITY : Ugandan

MARITAL STATUS : Single

LANGUAGES : English / Arabic

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ADDRESS : Dubai - U.A.E.

**APPLIED POSITION: SALES / MARKETING**

**Career objective**

To pursue a long term career in a progressive multinational organization that provides opportunities for career growth and professional development in a challenging and competitive environment where excellent communication & organizational skills could maximize profitability.

Personal profile an outgoing person offering extensive knowledge about store management and superior customer service.

Organized, independent professional offering 3years’ experience in the store management industry. Detail-orientated with strong time management skills and ability to learn new tasks quickly.

**WORK EXPERIENCE:**

**Company: Silk Events, Kampala, Uganda.  
position: SALES & EVENTS MARKETING   
Duration: Jan 2014 to Nov 2015**

Duties & Responsibilities:

* Good communication with clients, at all times.
* Growing marketing skills by meeting different clients.
* Preparing quotations to customers and follow up customer’s enquiries.
* Completes Purchase Order, Delivery Order, Physical Delivery Order, monitoring at the same time.
* Development, production and delivery of projects from proposal right up to delivery.
* Delivering events on time, within budget, that meet (and hopefully exceed) expectations.
* Setting, communicating and maintaining timelines and priorities on every projects.
* Communicating, maintaining and developing client relationships
* Managing supplier relationships
* Managing operational and [administrative functions](https://www.totaljobs.com/careers-advice/job-profile/admin-jobs) to ensure specific projects are delivered efficiently.
* Providing leadership, motivation, direction and support to your team.
* Travelling to on-site inspections and project managing events.
* Being responsible for all project budgets from start to finish.
* Ensuring excellent customer service and quality delivery.

**Company: Acacia Mall, Kampala, Uganda.   
Position: SALES LADY   
duration: Dec 2015 to 2016**

Duties & Responsibilities:

* Receiving and dispatching stocks in the warehouse
* Preparing packing list for the items to be dispatch in line
* Handling all walk-in clients and assisting them while the sales team are attending to other customers
* Organizing Promotions and sampling of the products
* Conducting product demonstrations
* Maintaining customer relations; developing new customers
* Execution of product promotions and new product launches
* Provided support to the sales team, ensuring all sales and service objectives are met
* Worked with customers in the development of new accounts and the implementation of new systems
* Prepared weekly sales reports for the sales team and sales management.

**Company: Crown Hotel Juba Sudan**

**Position: Hospitality Crew (Waitress)**

**Duration: 6 months**

Duties & Responsibilities:

* Greeting guests and taking concern of their queries.
* Inform guests about the special items for the day and menu changes if any.
* Suggests food and beverages to the guest and also try to up-sell.
* Take food and beverages orders from the guest on the order taking pads or on the handheld point of sale (POS).
* Obtaining revenues, issuing receipts, accepting payments, returning the change.
* Performing basic cleaning tasks as needed or directed by supervisor.
* Filling in for absent staff.

## 

## EDUCATION BACKGROUND

* Uganda Certificate of Education.(UCE)
* Uganda advanced certificate of education

**QUALITIES AND KEY SKILLS:**   
• Highly organized and can work effectively under pressure.   
• Has exceptional interpersonal and team building skills   
• Have strong negotiation, analytical and problem-solving skills.   
• Hard working, goal oriented and highly motivated.   
• Ability to manage multiple tasks simultaneously.

**References:** Available upon request.