**JORAM**
joram-394746@gulfjobseeker.com

(optional)

Dubai, UAE

**PROFESSIONAL SUMMARY**

An organized and creative professional with proven marketing skills and a desire to learn more. Possess 3 years of experience working for diverse group of organizations and clients. Gained expertise in information technology and computer systems, publication marketing, and web-based advertising. Looking to utilize my existing skill set to increase company profitability.

**EXPERIENCE**

**NUTRITION AND CATERING SERVICES Oct 2017 –Aug 2019
Dubai, UAE
Sales & Marketing Executive.**

* Explaining product features to clients.
* Gathering market and customer information.
* Recording sales and order information and sending copies to the office or entering into a computer system.
* Communicate to the purchasing department expected increases or decreases in demand for a product.
* Maintaining and developing relationships with existing customers in person and via telephone calls and emails.
* Representing the company at trade exhibitions, events and demonstration.
* Maintaining and developing relationships with existing customers in person and via telephone calls and emails.
* Identify trends in customer satisfaction or dissatisfaction.

 **Feb 2013 – Aug 2016
Nairobi, Kenya.
Information System and Administration Officer**

* Ensure security of data, network access and backup systems
* Manage IT staff by recruiting, training and coaching employees, communicating job expectations and appraising their performance- Audit systems and assess their outcomes
* Act in alignment with user needs and system functionality to contribute to organizational policy.
* Plan, organize, control and evaluate IT and electronic data operations.
* Identify problematic areas and implement strategic solutions in time.

 **Aug 2007 – Dec2012
Nairobi, Kenya
Information Technology Officer**

* Installing and configuring computer hardware, software, systems, networks, printers and scanners.
* Monitoring and maintaining computer systems and networks.
* Providing technical support across the company (this may be in person or over the phone).
* Testing new technology.

 **Aug 2003– Jan2005
Nairobi, Kenya
Computer Designer /Operator**

* Handling the front office, petty cash and computer input
* Designing all publications, as required
* Design all pre-press material
* Maintain the machines that I worked with
* Any other duties that will be located to me from time to time

**EDUCATION**

**Diploma in Computer Applications(MIB)**INSTITUTE OF ADVANCED TECHNOLOGY (2013-2014)
**Diploma in Business Administration(Sales and Supply)**INSTITUTE OF ADVANCED TECHNOLOGY (2011-2012)

**CERTIFICATIONS**

Certified A+ user support professional - 2005
Certification ininternational Computer Driving License (ICDL)- 2004

**TECHNICAL SKILLS**

* Extremely skilled in MS Office (Word, Excel, Access, and PowerPoint)
* Proficient in Adobe Photoshop for designing flyers, brochures and creating adverts
* Experience in server maintenance, USP and networking.

**ADDITIONAL INFORMATION**

**Language skills:**English (Fluent), Swahili (Fluent)
**Visa Status:**Visit Visa