**JESSE**

Jesse-394808@2freemail.com

**PERSONAL PROFILE**

I am a young marketing professional who is able to learn and adapt quickly to change and to any working environment. I am an excellent team player and I am able to work independently to produce positive results with little or no supervision.

**CAREER OBJECTIVE**

Seeking an entry level position in an institution where I can utilize my skills and knowledge for the growth and expansion of the company while the company offers me opportunities for career growth and development.

**EDUCATIONAL BACKGROUND**

* **Takoradi Polytechnic**, Higher National Diploma (Marketing) 2009-2012
* **Mando Senior High Technical School**, Mando, WASSCE General Art 2004-2007

**WORKING EXPERIENCE**

**Sales and Marketing Officer** June 2019- Date

**Duties**

* Prospects for customers to patronize the services of the company
* Sale of company's services to customers
* Other duties assigned

**Field Marketer** Nov., 2018- Dec., 2018

**Duties**

* Sale of company's products to customers
* Revenue collector for the company
* Prospect for new customers for the company
* Other duties assigned

**Customer Service Representative** Dec., 2015- June, 2018

**Duties**

* Prospect for new customers for the firm
* Ensured that, customer needs are met
* Wrote check books for customers
* Responsible for handling any inquiries and resolving customer complaints
* Sell products and services directly to customers
* Informed and suggested new products and services to customers
* Other duties assigned

**Teacher** Sep., 2013- Sep., 2014

**Duties**

* Strategically plan, organize and implement instructional program for the classroom
* Provide guidance and counselling for students
* Assess and evaluate students’ performance and provide constructive feedback
* Any other duties as assigned

Sep., 2012-Aug., 2013

**Duties**

* Classroom Teacher
* Staff Secretary

**Sales and Marketing Assistant** (Attachment)June 2011- August, 2011

**Duties**

* Prospected for customers to patronize the product of the company
* Ensured customers’ orders were delivered on time
* Checked customer satisfaction by following up with customers through calls, surveys and visitations
* Any other duties as assigned

**Store Assistant** (Attachment)June, 2010-August, 2010

**Duties**

* Assisted in stock control and management
* Assisted store staff in managing inventory controls
* Any other duties as assigned

**Brand and Packaging Assistant** August, 2008-June 2009

**Duties**

* Packaged biscuits according to standardized procedures
* Ensured only quality products were packaged.
* Any other duties as assigned

**SKILLS AND COMPETENCES**

* Excellent communication skills
* Great interpersonal skills
* Proficient in MS Office (Word, Excel, Powerpoint)
* Very good critical thinking and analytical skills
* Very strong numerical skills

**LANGUAGES SPOKEN**

English, Fante, Twi

**HOBBIES**

Reading, Surfing the net