**Richard**

Visa Status: Own Visa

OBJECTIVE

Executive assistant position allowing for parlay of demonstrated organization, customer service, communication and project management skills proven by years of successful, profitable self-employment.

PROFILE**Motivated, personable business professional with college technician III** and a successful 5-year track record of profitable small business ownership. Talent for quickly mastering technology and knowledgeable on Microsoft Office Suite. Diplomatic and tactful with professionals and nonprofessionals at all levels. Accustomed to handling sensitive and confidential records. Demonstrated history of producing accurate, timely reports.

**Flexible and versatile able to maintain a sense of humor under pressure.** Poised and competent with demonstrated ability to easily transcend cultural differences. Thrive in deadline-driven environments. Excellent team-building skills.

|  |
| --- |
|  |

SKILLS SUMMARY

# Project Management# Computer Savvy # Customer Service

# Report Preparation # Scheduling # Marketing Sales

# Front-Office Operations# Presentation # General Office Skills

|  |
| --- |
|  |

EXPERIENCE

Communication: Reports/Presentations/Technology

* Prepare complex reports for managed-care organizations and insurance companies, ensuring full compliance with agency requirements and tight deadlines.
* Author professional correspondence to customers and vendors.
* Design and deliver series of classes for local businesses and associations, providing ergonomic counseling and educating employees on proper lifting techniques to avoid injury.
* Conduct small-group sessions on meditation/relaxation techniques.
* Communicate medical concepts to patients using layman's terms to facilitate understanding.
* Rapidly learn and master varied computer programs; recently completed Microsoft Office Suite certificate course.

Sales/Promoter

* Listening to what customers want and helping them find the perfect product for their needs.
* Constantly building product knowledge and delivering this knowledge in engaging ways.
* Setting up attractive product displays and promotional booths.
* Delivering presentations and demonstrations to customers and other stakeholders.
* Engaging in meaningful interactions and building good relationships with customers.
* Distributing samples and providing feedback for improvement to the management team.
* Following up with customers and providing guidance on product selection.
* Meeting daily targets,submitting sales reports and networking with relevant.

Credit Card/Loans Sales

* Increasecreditcardcustomers.
* Engage and educate customers on product usage.
* Convey brand information to customers and respond to questions/inquiries that arise.
* Responsible for daily/monthly sales targets.
* Investigate and address competitors’ activities.
* Prioritize and schedule proactive calls to organization’s accounts.
* Update and manage contact database with accurate profiles, notes, and relevant information.

Customer Service/Marketing

* Oversee front-office operations and provide impeccable customer service:  
  Built a clientele supported by 60% referral business.
* Develop and implement strategic marketing plan for business:

Detail Mastery & Organization

* Manage all aspects of day-to-day operations as owner of Mabaso Enterprise.

|  |
| --- |
|  |

EMPLOYMENT HISTORY

Organization:**Transgraud Group**

Position Held: **Aviation Security 2016 –2018**

Organization:**Masabo Enterprise, Ghana**

Position Held: **Self Own Enterprise 2013 – 2016**

Organization:**X phone Marketing, Kuala Lumpur, Malaysia**

Position Held:**Promotion/Sale Executive2011 – 2013**

Organization: **Aeon Credit Services, Kuala Lumpur, Malaysia**

Position Held: **Sales Executive 2009 – 2011**

Organization: **Chirano Gold Limited**

Position Held: **Monitoring Office 2008 - 2009**

|  |
| --- |
|  |

EDUCATIONTamale Polytechnic, Ghana **Mechanical Engineering (Technician 3)**

Prempeh College, Kumasi, Ghana**Senior School Certificate Examination (S.S.C.E**)

Emirate Aviation College, Dubai **AVSEC**

Speed Way Safety Training Centre, Dubai **NEBOSH IGC HEALTH AND SAFETY.** (ONGOING)

|  |
| --- |
|  |

COMPUTER SKILLS

# Microsoft Word # Microsoft PowerPoint

# Microsoft Excel # Microsoft Access

*Available for relocation*

Personal Contact : [Richard-397270@2freemail.com](mailto:Richard-397270@2freemail.com)

Reference : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com 0504753686

LANGUAGE KNOWN

* English

DECLEARATION: I hereby declare that all the details mentioned above are true and benefited to the best of my knowledge and belief.