CURRICULUM VITAE



Shirin Mehdi li Hussein
Email : sherymahadi2015@gmail.com
Mobile: 0529828995

CAREER OBJECTIVE:

Seeking a suitable opportunities in the field of,**ADMINASSISTANT/DATAENTRY/SECRETARY**to harness my skills & acquiredknowledge- to its best, soas to bring out the best in me and thus to grow along with my firm-to attain the highest degree of progress and satisfaction to my company and to myself.

EDUCATIONAL QUALIFICATION:

- Bachelors of Economy and Business Administration from Omdurman Ahlia University TECHNICAL QUALIFICATION:
- Diploma in Nursing
- Diploma in English Languages
- Diploma in Computer Science
- Diploma in Accounting

WORK EXPERIENCE:

Sales Lady Perfume – Ittehad Mall,. Dubai, (2016 to 2017)

Telemarketing- Sales-Golden Weeks, Dubai UAE (Feb 2014 to December 2016)

Job Responsibilities:

- Identifies prospects by reading telephone and zip code directories and other prepared listings.
- Calls prospective customers by operating telephone equipment, automatic dialing systems, and other telecommunications technologies.
- Influences customers to buy services and merchandise by following a prepared sales talk to give service and product information and price quotations.
- Completes orders by recording names, addresses, and purchases; referring orders for filling.
- Keeps equipment operational by following manufacturer's instructions and established procedures.
- Secures information by completing data base backups.
- Maintains safe and clean working environment by complying with procedures, rules, and regulations.
- Maintains operations by following policies and procedures; reporting needed changes.

Contributes to team effort by accomplishing related results as needed.

Sales Coordinator– Al Maraya Consultancy (2013 to 2014)

Job Responsibilities:

- Achieve and strive to exceed all monthly sales and associated product targets as set by the Sales Manager
- Record each sales opportunity, contact and follow-up accurately onto a daily activity control sheet
- Assist the Sales Manager and Operations Manager in planning sales campaigns and promotions
- Keep up-to-date on competitor's products, prices and specifications
- Introduce and follow-up suitable sales prospects
- Prepare invoices and other related documents
- Consult with customers to discover and understand their needs and arrange test drives
- Ensure pre-delivery inspection and any sanctioned servicing are carried out
- Plan and prepare for the daily sales meeting

Internal

WORKED EXPERIENCE:

Secretary –Call Center Zain Sudan Communication Company (May 2011-January 2013)

Job Responsibilities:

- Preparing after proper approvals local, foreign supplier payments before the due dates, and reconciliation of the same.
- Preparing payroll as per timesheets.
- Handling and assigning jobs to t representative department for delivering and collecting the documents on daily basis
- About the purchasing, sales and administration, maintaining and updating the database of the customers & suppliers etc
- Managing day–to-day emails, faxes, uploading and downloading, Ensuring tasks are carried out within agreed deadlines.

PERSONAL PROFILE:

Name	**:**	Shirin Mahdi Ali Hussein
Date of Birth	**:**	25/07/1981
Marital Status	**:**	Single
Religion	**:**	Islam
Languages Known	**:**	Arabic & English
Nationality	**:**	Sudanese

Internal