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Dubai, UAE

SKILLS

Microsoft Office

Customer Service

Social Media

Organizational

Time-Management

Communication both
Written & Verbal

Driving Experience

LANGUAGES

- English - fluent
- Turkish - fluent
- Arabic - beginner
- Russian - mother tongue

Medeya Kadyrova

Sales Manager

Motivated Sales and Customer Professional seeking an environment that offers a greater challenge, increased benefits, and the opportunity to advance company efficiency and productivity.

WORK EXPERIENCE

Wholesale Sales Manager in a Textile company "**Sensiline**"
Istanbul, Turkey (Mar. 2014 – Present)

Duties & Responsibilities

- Sales of wholesale goods 8 years 1 month
- Search for international and regional clients,
- Participation in international sales exhibitions and conducting commercial negotiations in the interests of the company
- Receiving and processing incoming orders from international clients
- Cash register service

Sales specialist in a Real Estate "**Alpha Project**"
Istanbul, Turkey (Feb. 2013 – Dec. 2013)

Duties & Responsibilities:

- Selection of an object according to the requirements for the database provided by the company
- Organization of object viewing
- Organization and support of the transaction process

Office Manager at "**Planet M**"
Maykop City, Russia (Sep. 2010 – Aug. 2012)

Duties & Responsibilities:

- Reception of clients
- Answering phone calls
- Drafting contracts with 1C accounting trade
- Work with a cash register PC

EDUCATION

Adyghe State University (2007-2012)
Economic & Personal Management

PERSONAL CHARACTERISTICS

Helpful, communicative, quick learner, determined, responsible, friendly, careful, attentive, hardworking

REFERENCES

To be furnished upon request