**CURRICULUM VITEA**

**PERSONAL DATA**

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**Position Applied : SALES EXECUTIVE**

**Name : JAIKA PRODENCE TATAH.**

**Date of Birth : 19 June 1980**

**Nationality : Cameroonian**

**Languages : Excellent in French and English.**

**Related Experience : 6 years**

**Qualification/ Education : Marketing Attestation**

**Current Location : UAE/Abu Dhabi**

**Visa Status : Unemployed**

**Availability : Immediately**

**Telephone : +971-529796838**

**Email :** [prujaika@yahoo.com](mailto:prujaika@yahoo.com)

**PROFILE IN ABSTRACT**

I have more than 5 years in sales with wide and successful knowledge in customer service and direct sales. Presently, I just completed a 2 years contract as a French Teacher in a Languages & Training Center in the UAE/Abu Dhabi (Approved by ACTVET).

**QUALIFICATIONS**

**2006:** **Teaching Diploma**

Higher Teachers Training College Bambili

**2006: Marketing Attestation**

Guinness Cameroon S.A

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| **2003:** **Advanced level Certificates.**  Atlantic Bilingual College Douala. |  |

**2000: Ordinary Level Certificates.**

Atlantic Bilingual College Douala.

**AUXILIARY TRAININGS**

* **Diploma in Computing**: **Laurate Business College2006**

Training on Microsoft Office: Word, Excel, Vista, Reprographic skills and Secretarial Duties.

**WORK EXPERIENCE**

**Company : Guinness Cameroon S.A**

**Place : Douala/Bamenda Cameroon**

**Position : Brand Promoter/Sales Person**

**Period : 2003-2006**

**Responsibilities**

* Advertising and Merchandizing their Brand Products
* Present and sell company products and services to current and potential clients via telephone.
* Handle residents’ questions, complaints and concerns and take the necessary steps to resolve the situation ultimately winning trust and loyalty.
* Initiate guest interviews and private functions to attract and retain new and old customers.
* Restore good client relationship and increasing potential for contract renewals.
* Prepare action plans and schedules to identify specific targets and to project the number of contacts to be made.
* Follow up on new leads and referrals resulting from field activity.
* Develop and maintain sales materials and current product knowledge.
* Establish and maintain current client and potential client relationships.
* Participate in marketing events such as seminars, and trade shows.

**Company : British American Tobacco**

**Place : Bamenda/Cameroon**

**Position : Brand Promoter/Sales Person**

**Period : 2006-2009**

**Responsibilities**

* Communicate new product and service opportunities, special developments, information, or feedback gathered through field activity to appropriate company staff, Coordinate company staff to accomplish the work required to close sales.
* Establish and maintain current client and potential client relationships
* Collect cash for beverages or drinks served and record sales
* Clean glasses and additional utensils
* Sanitize ice tanks, coolers and other bar tools
* Place bottled merchandise and glasses to make a smart display
* Clean bar area and wash glassware
* Serve snacks to patrons seated at the bar.
* Establish and maintain good public relations and enhance sales for the company at every opportunity.
* Develop and maintain sales materials and current product knowledge.

**Company : Intaleq Languages & Training Center (Approved by ACTVET)**

**Place : UAE/ Abu Dhabi**

**Position : French Teacher**

**Period : 2012 - 2014**

**Responsibilities**

* Explain French/English Language and Instructions
* Teach customized French/English Lessons
* Encourage Students to read and apply French/English Pronunciation principles
* To teach GCSE English/French in all four skills – listening, speaking, writing and reading
* **Prepare Students for Public Exams such as:**
* Cambridge International Examination (IGCSE)
* DELF A1, A2, B1, B2 :Diplome d’Etude en langue Française
* TEF: Test d’Evaluation de Français
* TEFAQ: Test devaluation de Française Adapte au Quebec for Relocation Abroad
* Plan, Set and Evaluate Grade Test, Exams and Assignments.
* Supervise student conduct during class, lunchtime and other breaks.
* Understand the diverse background students come from, their strengths and weaknesses
* Understand and implement the use of information technology in lesson preparation and teaching.

**ESSENTIAL SKILLS**

###### Able to work as part of a term while using initiative within work requirements

* Patient, Tactful and sense of humor to work with young teenagers
* Outgoing and enthusiastic

**LINGUISTIC COMPETENCE**

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| --- | --- | --- | --- | --- |
| **Language** | **Reading** | **Writing** | **Speaking** | **Understanding** |
| **English** | *Excellent* | *Excellent* | *Excellent* | *Excellent* |
| **French** | *Excellent* | *Excellent* | *Excellent* | *Excellent* |

**References available upon request**