

Mawal Taha

Sales & Marketing/ Secretry

Abu Dhabi

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+971-569978837

- Hardworking and meticulous employee with 9+ years of experience in the UAE • Background in Sales & Marketing, Office Management, Secretarial and Teaching • Goal oriented and self driven, with demonstrable experience in increasing sales, developing new business and key account management.

- Highly experienced in secretarial and senior management support skills.

Work Experience

Sales Coordinator

Dynamic Security Solutions - Abu Dhabi

April 2018 to March 2019

UAE

- Respond to customer inquiries (RFPs, RFQs, RFIs) • Prepare contracts, productivity reports, proposals and management artifacts • Set sales meetings and appointments • Interact with prospective customers (C-level executives) to determine their needs • Follow up on all customer inquiries
- 1 • Represent the company in various exhibitions and trade affairs • Account management, set sales targets and identifying new opportunities • Process all customer related transactions and payments rapidly and accurately • Prepare and expedite change requests by sorting, organizing and recording
- Secretarial support (Minutes of Meetings, Corporate Materials) • Key focus on providing the highest level of quality in our customer service

Administrative Assistant

Bait Al Nokhada, Tents & Fabric Shades, LLC

January 2012 to February 2018

- UAE

- Provide secretarial support to senior management • Managed office employee daily task sheet • Provide initial point of contact for all incoming enquiries • Deal with all enquiries in a professional and courteous manner, in person, on the telephone or via email.
- Assist BDMs by researching market trends and identifying new leads.
- Qualified lead generation via Email and Online Marketing • Assist the Purchase Administrator on inquiries and making LPOs as per store requirements • Responsible for implementing information management procedures.
- Responsible for coordinating meetings, conferences and travel arrangements.
- Responsible for all administrative duties (Office & Infrastructure management) • Creating, maintaining relevant files and documentation as per ISO requirements • Act as the Document Controller for all electronic and physical file

Sales Executive

Three Star Fashion, LLC

September 2009 to January 2012

- UAE.

- Deliver individual and personalized service to customers • Provide a positive shopping experience to all • Increase retail sales and meet monthly sales targets • Answers customers queries about specific products • Inform customers about discounts and special offers • Provide customer feedback report to the store manager • Stay up to date with new products and market trends • Responsible for the display of our products within the retail unit • Responsible for stocktaking and inventory management
- Responsible for all administrative duties

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Preschool Teacher

Korean Private School

January 2006 to February 2009

- Develop reading, writing and speaking skills in English for children from Kindergarten - 6th grade.
- Member of multi discipline working groups to determine development plans for special needs children • Deliver one-on-one mentoring and tutoring for special needs children • Assess performance levels of children and liaising with parents to appraise children's' performance.
- Produce formal reports on children's academic year.

Office Clerk

Municipal Accounting Office

June 2002 to December 2005

Brook's Point, Palawan Philippines

- Maintenance of all records and business transactions.
- Book keeping and banking.
- Produce all documents, business and government forms and internal reports.
- Responsible for arranging travel itineraries for all personnel.

Skills

Account management (Less than 1 year), B2B (Less than 1 year), lead generation (6 years), Marketing (6 years), Secretarial (7 years)

Additional Information

CORE SKILLS

Excellent written and verbal communication skills Proactive and Self Motivated
Lead Generation (Emails, Cold Calling) Corporate Sales (B2C, B2B)
Direct Marketing, Inside Sales Account Management
Responding to RFPs, RFQs Proposal Creation
Microsoft Office and QuickBooks Secretarial Artifacts & Management
English, Elementary Arabic English language teaching

QUALIFICATIONS

2015 Eton Institute, Abu Dhabi Arabic Course (Reading & Writing)

2001-2002 Palawan State University, Teacher Certification (P.E.C)
Philippines

1998-2001 Palawan State University, BSc, Business Administration
Philippines

1996-1998 Palawan State University, Associate in Secretarial Science
Philippines