**EDWIN JEMBE MWAMUYE**

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**Personal profile statement**

I am an approachable, motivated and confident Sales Executive with the ability to exceed sales targets and make a real difference in the organization’s revenue generation targets. I have expert knowledge of marketing and selling process and I fully recognize the human and emotional aspects of buying and selling. I possess strong social skills that enable me to be a strong relationship builder with clients, colleagues and third-party stakeholders.

**Achievements**

* Employee of the Month at Crown Hydraulics for exceeding sales targets.
* Most preferred sales executive by clients at Coast Industrials and safety.
* Employee of the year at Aqiq Trading.

**Education**

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| Jan- Dec 2017 | Diploma in Purchasing and Supplies Management. | The Co-operative University of Kenya, Nairobi. |
| Jan- Dec 2016 | Certificate in Purchasing and Supplies Management. | The Co-operative University of Kenya, Mombasa. |
| Jan- Mar 2005 | Certificate in Information Technology. | Royal College of Professional Studies, Mombasa. |
| May- Apr 2000 | Certificate in Supplies Management. | Government Training Institute, Mombasa. |
| 1993 – 1996 | Kenya Certificate of Secondary, Education (KCSE) | Hola Secondary School |
| 1983 - 1992 | Kenya Certificate of Primary Education (KCPE) | Ziani Primary School |

**Work experience**

**March 2018 – Present: Aqiq Trading Ltd**

**Position: Technical Sales Executive**

**Responsibilities and Accomplishments:**

* Engaging customers and made them feel welcome to our products.
* Understanding the products and describing benefits in greater details to potential customers.
* Displaying products to customers how they work including in show rooms.
* Devise and implementing the organization’s sales strategies.
* Identifying new channels for selling and distribution of products.
* Build rapport with a customer and subsequently closed the deal
* Establishing relationships with new customers and distributors.
* Demonstrating products to customers.
* Look for new business by visiting construction sites, consultants, engineers, developers and property owners to influence their decisions to buy company products.
* Maintaining good business relationships with existing clients.
* Liaise with suppliers and manufacturers on a daily basis.
* Hold meetings to discuss progress of existing projects.
* Deal with customer feedback, enquiries, complaints and refunds.

**June 2016 – March 2018: Coast Industrials and Safety Supplies Ltd**

**Position: Sales and Supplies.**

**Responsibilities and Accomplishments:**

* Ensured that business paperwork is stored in a secure location.
* Protected client’s personal data and information.
* Ensured adherence of self, others to the company’s health and safety policy and actively participate in the company’s health and safety programs.
* Liaised with head office to ensure relevant stock is delivered on time.
* Responsible for the marketing and advertising on new and existing products.
* Increased the visibility of Nestle products via implementing POS displays
* Used negotiation and communication skills to sell new products in small retail outlets to maximize shelf space and increased market share.
* Ensured sales targets are met before the specified deadlines.
* Supervised junior sales representatives.
* Participated in meetings with the organization’s board of directors.
* Ensured that products reaching customers meet the required standards.

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| **July 2007 – March 2015** | **Crown Hydraulic Experts Ltd.** |
| **Position:** | **Sales Executive and Supplies.** |

**Responsibilities and Accomplishments:**

* Ensured that the organizations retail clients in built a rapport with their potential customers
* Worked in a team of three and ensured sales targets are met and exceeded
* Represented the organization in strategic marketing events which netted in new high value clients.
* Regularly reviewed sales strategies and targets with Sales Managers.
* Engaging customers and helping them with their enquiries or concerns
* Providing excellent customer service to all customers, at all times

**Knowledge and Skills**

* Products Knowledge.
* Maintaining a portfolio of existing and potential customers.
* Plan delivery schedule with other sales representative with logistics department in order to meet requirement in a timely and cost-effective manner.
* Expert knowledge of the selling process and effective sales techniques
* Social Media (Facebook, Twitter, LinkedIn, etc.)
* Excellent communicator and Relationship building skills
* Pro-active, organized and excellent team player
* Motivated in a target-driven environment
* Optimistic and a positive can-do attitude

**Hobbies and interests**

Socializing with friends and family as well as keeping up to date with current affairs. In addition I do like travelling, physical fitness and volunteering in environmental conservation.

**References**

