



TEWODROS ASSEFA LINGERH



CONTACT



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Doha, Qatar



SKILLS

- Microsoft Office
- Microsoft Word
- Microsoft Excel
- Relationship Building
- Customer Service
- Target Achievement
- Product Knowledge
- Problem Solving
- Communication
- Time Management
- ERP/SAP systems
- POS system

Nationality	Ethiopia
Date of birth	17/05/1995
Marital status	Single
Draving license	valid Qatar license
Current Residency	Qatar
Visa Status	Employment visa



SUMMARY

Motivated and detail-oriented professional with experience in sales, marketing, accounting, and administration. Skilled in customer service, financial record management, and achieving targets. Strong communication and teamwork abilities with a focus on accuracy, efficiency, and customer satisfaction. Committed to supporting business growth and organizational success.



WORK EXPERIENCE

Junior Bank Clerk.

Commercial Bank Of Ethiopia In Ethiopia From Sep 2009 To May 2010

- Assist customers with basic banking transactions and inquiries.
- Handle cash transactions accurately and maintain records.
- Support account opening, deposits, withdrawals, and documentation.
- Ensure compliance with banking policies and maintain confidentiality.
- Provide administrative support to senior staff as needed.

Filing Clerk In Agility Abudhbi P.J.S.C In Abu Dhabi From Dec 2010 To Aug 2011

- Organize, maintain, and manage physical and digital files.
- Ensure accurate record-keeping and quick document retrieval.
- Maintain confidentiality and support staff with document-related tasks.

Sales And Cashier APPAREL Group Aldo In Mall Of Emirates U.A.E From Aug 2011 To Aug 2013

Sales And Cashier AL Shaya Group H&M In Mall Of The Emirates U.A.E From Sep 2014 To May 2015

- Provide excellent customer service and product assistance.
- Promote and sell products to meet sales targets.
- Maintain store displays, stock, and cleanliness.
- Handle cash transactions and returns accurately.
- Work collaboratively with team members.

General Accountant Madenat Al Jawarich In Dubai U.A.E From July 2015 To July 2017

- Maintain accurate financial records and ensure proper bookkeeping.
- Prepare financial statements and reports for management and compliance.
- Manage accounts payable and receivable, reconcile accounts, and monitor cash flow.
- Assist with budgeting, tax compliance, and financial analysis to support business decisions.

**Assistants Sales Manager Carducci Milano In AL
Ghurair Center U.A.E Dec 2019 To July 2021**

- Lead and motivate the sales team to achieve targets.
- Develop and implement sales strategies and plans.
- Build and maintain strong client relationships.
- Monitor performance and prepare sales reports.
- Analyze market trends to identify new opportunities

**Marketing specialist Tewodros Assefa For Marketing Services Via
Social Media EST. Dubia UAE From Dec 2021 To Dec 2023**

- Conduct market research and analyze trends.
- Plan and execute marketing campaigns.
- Create and manage digital and social media content.
- Track campaign performance and prepare reports.
- Collaborate with sales and product teams to support brand growth

**Sales Officer Wadi Alraihan Café Shop
Dubai UAE From Jan 2024 To Sep 2025**

- Promote and sell products or services to achieve sales targets.
- Build and maintain strong customer relationships.
- Identify new market opportunities and follow up on leads.
- Prepare sales reports and provide feedback to management.
- Ensure customer satisfaction and compliance with company policies



EDUCATION

➤ **Diploma**

**Accounting from Admass University collage
in Ethiopia**



LANGUAGE

➤ **Amharic**

➤ **English**

➤ **Arabic**

➤ **Farsi**