

YUSUPH SAIDI KAJEMBE

BASIC INFO

- +255719999417 or +255 682567172
- Dar es salaam,Tanzania
- yusuphkajembe0717@gmail.com
- Tanzanian

KEY SKILLS AND KNOWLEDGE

- Strong understanding of international law, treaties, and diplomatic protocols.
- Excellent communication and negotiation skills.
- Strong analytical and research skills with the ability to synthesize complex information.
- Ability to work independently and as part of a team in a fast-paced, dynamic environment.
- Ability to work in a multicultural environment with a high degree of cultural sensitivity.
- Demonstrated ability to work under pressure and meet tight deadlines.
- Proven ability to work both independently and collaboratively within a team.
- Familiarity with international development programs and global governance structures.

COMPUTER SKILLS AND TOOLS

- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint, Outlook).
- Familiarity with database management.
- Proficiency in using online research tools.
- Competence in collaboration and communication tools

LANGUAGES

- English Professional working proficiency
- Swahili Native proficiency
- Arabic Limited working proficiency

PROFESSIONAL PROFILE

Highly motivated and knowledgeable professional with a Bachelor's Degree in International Affairs and Diplomacy, possessing strong analytical, communication, and negotiation skills. Seeking to leverage my experience as a Sales Executive and my deep understanding of international law, diplomatic protocols, and global governance structures in a dynamic organization. Adept at working in multicultural environments, I am committed to contributing to organizational goals through strategic client relations, effective team collaboration, and continuous professional growth. Fluent in English, Swahili, and Arabic, I aim to bring a global perspective and cultural sensitivity to a challenging role.

ACADEMIC QUALIFICATIONS

- Bachelor's Degree in International Affairs and Diplomacy 2020 - 2023
Dr. Salim Ahmed Salim Center for Foreign Relation
- Advanced Certificate of Secondary Education 2018 - 2020
Kibiti Boys High School
- Ordinary Certificate of Secondary Education 2014 - 2017
Al-Qaem Seminary Schools

PROFESSIONAL EXPERIENCE

- Mar 2024-To Date
Regional Sales Executive
Keda Ceramic
 - Presenting and promoting products and services, emphasizing their strategic value to stakeholders.
 - Conducting detailed cost-benefit and needs analysis for clients, aligning solutions with broader market trends and strategic goals.
 - Establishing and maintaining strong business relationships, fostering trust and long-term cooperation.
 - Engaging in outreach to potential clients, effectively communicating the benefits of the products/services offered.
 - Resolving client issues and complaints promptly, ensuring satisfaction and continued collaboration.
 - Achieving sales targets and project outcomes within set timelines, contributing to overall business goals.
 - Coordinating efforts with team members and other departments to ensure a unified approach in client relations.
 - Providing management with detailed reports on client needs, market trends, competitive activities, and opportunities for new products or services.
 - Keeping up-to-date with best practices and emerging trends in the industry, applying this knowledge to improve client relations.
 - Continuously enhancing negotiation and communication skills through feedback and practical experience.

PROFESSIONAL DEVELOPMENT

- Front office, hospitality and secretarial training
- Sales, marketing and promotion training
- Basic training in computer office packages I.e. MS. Word, MS. Excel and MS. Access
- Motorcycle mechanical and repairs training
- Brake lining, rivetting and Bonding, also De-rivetting
- Motorbike driving skills

REFEREES

Hajra Msangi
Human Resources & Talent Acquisition
Manager, Sinotan Truck Company
Mobile: +255679875284 | Dar es Salaam

Hakika Mushi
Assistant Branch Manager,
Shreej Company Ltd
Mobile: +255755101453 | Dar es Salaam

Oscar Dickson
Sales Manager
Keda Ceramic
Mobile: +255656311047 |
Dar es Salaam

Jan 2024-Mar 2024

Sales Executive

 Goodwill Ceramics Tanzania

- Assisted customers in finding the right products, offering expert advice on usage, maintenance, and installation.
- Managed inventory, ensuring all products were properly stocked and displayed for maximum visibility and accessibility.
- Addressed customer dissatisfaction by developing creative solutions, maintaining strong business relationships despite challenges such as backorders or stock-outs.
- Organized merchandise and adjusted displays to reflect current inventory, sales, and promotional activities.
- Calculated sales totals, considering discounts, store credits, promotions, and flash sales to ensure accuracy and customer satisfaction.
- Labeled and organized products systematically, facilitating easy access and accurate documentation.
- Inspected returned products for defects and assisted customers with replacements or refunds, ensuring a positive customer experience.
- Participated in inventory management, overseeing shipments and ensuring accurate documentation of all incoming and outgoing products.

June 2022-Jan 2024

Sales and Marketing Specialist

 Sinotan Truck Company Ltd

- Presented, promoted, and sold products and services using solid arguments tailored to customer needs.
- Performed cost-benefit and needs analysis to understand customer requirements and recommend the best solutions.
- Established, developed, and maintained strong business and customer relationships.
- Reached out to potential customers through cold calling to expand the customer base.
- Expedited the resolution of customer issues to maximize satisfaction.
- Achieved agreed-upon sales targets and desired outcomes.
- Coordinated sales efforts with team members and other departments.
- Kept up to date with best practices and promotional trends.

June 2021-May 2022

Sales and Marketing in Heavy Duty Vehicle Spare Parts
Shreeji Company Ltd, Dar es Salaam, Tanzania

- Welcomed and guided customers in identifying suitable products, addressing inquiries, and offering tailored recommendations to enhance their purchasing experience.
- Oversaw inventory management, ensuring accurate stock levels and availability of all items to meet customer needs effectively.
- Proactively addressed customer concerns, facilitating resolutions that upheld customer satisfaction and strengthened brand loyalty.
- Coordinated the organization and presentation of merchandise, adapting displays to align with current stock and promotional strategies.
- Accurately calculated sales transactions, applying relevant discounts and promotions to optimize the purchasing process.
- Conducted thorough inspections of returned items and assisted customers with exchanges or refunds, maintaining high service standards.