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**ID: Synthia LUASA WANGA**

**Nationality: Congolese**

**Birth date: 06/02/1997**

**Visa: Resident**

## RESUME

Experienced sales executive and customer relationship with a demonstrated history of working in medical institution and hardware shop. Skilled in sales, relation with customer and management with a bachelor degree in business administration from INDIAN ACADEMY DEGREE COLLEGE/ BANGALORE UNIVERSITY.

## STUDIES

- **PRIMARY SCHOOL | 2003 – 2009**, Democratic Republic of Congo;
- **HIGH SCHOOL | 2009 – 2015**, Democratic Republic of Congo;
- **TRANING | 2015**, English language training at the INLINGA center, Bangalore, India;
- **UNIVERSITY | 2015 – 2018**, Bachelor degree in Business administration, Indian academy degree college/ Bangalore University Bangalore, India;

## PROFESSIONAL EXPERIENCE

**2022-2024:** Sales executive assistant at Dahlak general trading LLC, Dubai

- Interaction with customers
- Products presentation
- Invoicing
- Deliveries follow up
- Sales report preparation

**2020-2022:** Cashier at Marshal General Trading Establishment.

- Receiving customer
- Generating invoice
- Daily sales report

**2018-2020:** Billing agent (invoicing); Hopital du Cinquanteaire, Kinshasa, Democratic Republic of Congo

- Receiving patients
- Registration of patients into hospital portal
- Booking appointment with Doctor
- Receiving registration and investigations payment
- Daily report

**2016 - 2017:** Call Center Officer, Registration Office for International Students at Indian Academic/ India

- Making call with pre-given numbers of students
- Introducing yourself and the College
- Explaining the benefits and procedures for inscription
- Excellent customer service provided
- Follow up
- Daily report

## ● ADDITIONAL TRAINING

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**2016:** Business Organization  
Training, Bangalore, India;

**2017:** Personality Development  
Training, Bangalore, India;

**2017:** Training in Financial  
Accounting Software, Basic of TALLY;

**2017:** Entrepreneurship training, Bangalore, India

## ● LANGUAGES

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English  
French  
Lingala

## ● SKILLS

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- Organisation
- Communication
- Adaptability
- Problem Solving

## ● REFERENCES

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- ◆ FABIENNE MANTUIDI (HR manager Hôpital du Cinquantenaire)/+243824535623
- ◆ ABRAHAM KIDANE (General Manager Marshal General Trading Establishment)/+243992722388
- ◆ DOREEN MAYBITUIN (admin assistant Dahlak general trading LLC)/+971558812589

## ● HOBBIES

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- Sports
- Traveling
- Yoga