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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 Cinquantenaire, 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

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

English
French
Lingala

● SKILLS

- Organisation
- Communication
- Adaptability
- Problem Solving

● REFERENCES

- ◆ 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

- Sports
- Traveling
- Yoga