

DAVID ADEKUNLE ADEBAYO



Career Objective

Seeking for a position that aims to utilize my skills and abilities for the benefit of the company. I am looking forward to work in a challenging large and competitive environment where strong sense of responsibility and commitment is required for personal growth and within the organization.

Personal Details

Residing in Tecom, Dubai, UAE

Contact Details:

+971524275560

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Gender : Male

Status : Single

Employment Visa with NOC

Areas of Expertise

- ✓ Customer Service
- ✓ Digital Marketing
- ✓ E commerce
- ✓ Problem resolution
- ✓ Promoter
- ✓ Telesales/ Telemarketing
- ✓ Retail sales
- ✓ Sales Management

KEY SKILLS AND COMPETENCES

- Excellent written & verbal communication skills
- Good interpersonal skills
- Good ability for teamwork
- Dedicated, result oriented and success driven.
- Ability to work well in a Multi-Cultural environment
- Creative, dynamic and quick to pick new things
- Ready to take up new challenges
- Ability to work under pressure with limited or no supervision
- Computer Literacy –MS Packages

WORK EXPERIENCE

Patient Relations Executive : Al Futtaim Health (Tashafi Covid Testing Center) Drive thru Festival plaza, Dubai, UAE
(From April 2021 - Present)

- Provides a high level of customer service to the patients.
- Interacts with client with professional and personal manner.
- Responds to questions according to regulatory protocols.
- Ensure the confidentiality of patients' personal information
- Receives and reconciles cash, checks or credit card for payment and issues receipts as required
- Transfer income activities to the financial system on a daily basis
- Invoicing the services as per the agreed prices.
- Provide information and prepare documents for legal inquiries and litigation
- Create daily, weekly, and monthly reports from clinic financial data
- Guides flow of clinic traffic and directs clients to open station.
- Billing patients for Covid19 test
- Assists in accurate and legible documentation of clinic forms.
- Communicates effectively with client regarding the information that is needed.
- Responds to urgent customer needs in a timely and professional manner.

Working as Marketing Specialist: AL AYADI AL MWTTHOOQA DOCUMENT CLEARING Naif Road Deira Dubai, UAE
(From June 2020 – March 2021)

- Conduct market research to find answers about consumer requirements, habits and trends
- Brainstorm and develop ideas for creative marketing campaigns
- Assist in outbound or inbound marketing activities by demonstrating expertise in various areas (content development and optimization, advertising, events planning etc.)
- Collaborate with marketing and other professionals to coordinate brand awareness and marketing efforts
- Plan and execute initiatives to reach the target audience through appropriate channels (social media, e-mail, TV etc.)
- Assist in analyzing marketing data (campaign results, conversion rates, traffic etc.) to help shape future marketing strategies
- Undertake individual tasks of a marketing plan as assigned

Personal Attributes

- ✓ Highly motivated
- ✓ Innovative & Initiative
- ✓ Good team player
- ✓ Dynamic
- ✓ Flexible
- ✓ Result- oriented

Key Languages

- Fluent in English

Computer Literacy

I am conversant with:

- ✓ Microsoft Word
- ✓ Microsoft Excel
- ✓ Emails
- ✓ Internet surfing

Trainings Attended

Digital Skills: Social Media

Date: April 2019

Seminar: VAT Awareness
PWCAcademy, Dubai, UAE

Titled: VAT in UAE

Date: 4th October. 2017

Hobbies

- Financial News
- Reading
- Travelling
- Interacting with people from various background

Working as Sales Executives: THE WHITE BOUTIQUE, Dubai UAE

(From June 2016 – August 2020)

- Conduct market research to identify selling possibilities and evaluate customer needs
- Actively seek out new sales opportunities through cold calling, networking and social media
- Set up meetings with potential clients and listen to their wishes and concerns
- Prepare and deliver appropriate presentations on products and services
- Create frequent reviews and reports with sales and financial data
- Ensure the availability of stock for sales and demonstrations
- Participate on behalf of the company in exhibitions or conferences
- Negotiate/close deals and handle complaints or objections
- Collaborate with team members to achieve better result

UAE EVENT/ PART TIME JOB EXPERIENCE

- **2021, Jan. Waiter Hilton By Canopy**
- **2021, Jan. Event Organizer Four Season Hotel**
- **2020, Dec. - Runner (NAMMOS)**
- **2020 New year Eve Guest services (Wane By Somiya)**
- **2020 Dubai Fitness Challenge Scanning of QR code (Dubai Holding)**
- **2019 Ruwais Festival - Usher (EVENT LAB)**
- **2019 Back to School Ramadan edition Organized by Dubai Cares Al maktoum Global initiatives. -**
- **2019 Expo 2020 Dubai UAE - Promoter**
- **AFC ASIAN CUP UAE 2019 - Media**
- **2019 FAZZA CHAMPIONSHIP FOR THE PEOPLE OF DETERMINATION - Media**
- **2018 Special Olympics MENA Games Abu Dhabi - Guest Service**
- **2018 PRET A COVER Buyers lane Presented by Islamic Fashion and Design Council Dubai - Promoter**
- **2018 Thinking Science fair Dubai Organized by Takatof - Guest Service**
- **2018 Republic of Austria Heritage week - Guest Service**
- **2018 Back to School Ramadan edition Organized by Dubai Cares Al maktoum Global initiatives. Volunteer**

Professional Qualifications

- ❖ *Certificate in Social Media marketing 2019*
- ❖ *Institute of Strategic Management of Nigeria (ISMN) 2012 (Associate Member)*

Academic Qualifications

- ❖ **Higher National Diploma In Accountancy (Bsc Equivalent)**
- ❖ **National Diploma In Accountancy**
- Certificate of National Service**