

JELENA STOJKOVIC

SALES EXECUTIVE



Bahrain, Juffair



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jelena-stojkovic
@live.com

MY PROFILE.

Date of Birth: 16.10.1992

Marital Status: Single

Languages: Serbian(native),
English, Spanish, Russian.

SKILLS.

- Service-focused
- Organization
- Excellent Communication
- Foreign Languages
- Adaptability
- Teamwork/Work Independently

INTEREST.



REFERENCES.

Mahmood Al Hasan
CEO Optica - Bahrain
mahmood.alhasan@optica.net

Dragan Milovanovic
Founder Kode - Serbia
dragan.milovanovic@kode.rs

WORK EXPERIENCE.

Corporate Sales Executive 2019-2020

Al Hassan Holdings - Optica (Bahrain)

- Selling all the products by establishing contacts and developing relationships with prospects; recommending solutions, providing support.
- Preparing reports by collecting, analyzing and summarizing information.
- Maintaining quality services by the organization standards.

Senior PR & Marketing Officer 2018-2019

AMG Digital - B Entrepreneur (Bahrain)

- Planning, developing and implementing PR strategies and marketing plans.
- Leveraging existing relationships and cultivate new contacts within business and industry media.
- Developing and executing the operating plan for distribution.



Customer Relation Manager 2016-2018

MJ's Lounge (Bahrain)

- Building and maintaining profitable relationships with key customers.
- Arranging and coordinating events, negotiating the type and costs of services to be provided within budget.
- Ensure every day operations and events are completed smoothly and step up to resolve any problems that might occur.

Sales Executive 2014-2016

Jewelry shop "Kode" (Serbia)

- Proper presentation, organization, storing and replenishment of stock.
- Customers support by understanding their needs, recommending the right products, services and resolved customer issues as they arose.
- Executed daily/weekly/monthly sales goals.

EDUCATIONS.

Bachelor Degree 2011-2015

Business College of Applied Studies

Bachelor Diploma in Management; City: Leskovac (Serbia)

Secondary Degree 2007-2011

High school of Trade and catering

Secondary education in Trade; City: Leskovac (Serbia)

