LEONARD DODITA

M, 16.09.1976, married

Adress: Calea Martirilor, nr. 66, ap.8, et. 1

Phone: 0746260678

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Driving License: Cat. B, since 17.10.1999

Military status: yes

OBJECTIVE

to work in a company that appreciate my efforts and allows to achieve my goals and

to build a career

Job Type Full time, Part time

Department:

Residence city: Timisoara Working City: Timisoara

Career Level: Mid-Level/Peste 3 Ani Exp

Availability: anytime

WORK EXPERIENCE Trade Marketing Representative 14.04.2010 - present:

> Company: TRANSFER MULTISORT ELEKTRONIK SRL

Working city: Timisoara CONFIDENTIAL Salary:

Department: Sales

Company activity field: selling electronic components

Responsibilities:

- order management (handling, processing)
- offer making
- complaint management
- keeping contact with the customers
- keeping contact with the Polish office, intercession between the customers and the

Polish centre

- ensuring product information for the customers
- shipment management
- customer field expansion
- telemarketing
- outstanding balance management
- backorders list management
- supporting the marketing activities (quest fro advertisement, sponsorship possibilities)
- executing of monthly reports for the Polish centre
- quest for new customers, fit them into sale systems
- ensuring the appropriate office operation

Area Sales Manager 16.03.2007 - 07.10.2009

Company: FISCHER INTERNATIONAL

Working city: Timisoara
Salary: CONFIDENTIAL

Department: Sales

Responsibilities:

Manage client relationship through all phases of the sales cycle

- Provide a consultative solutions sales process to prospects
- Conducts one-on-one and group sales presentations
- Provide account management to an existing territory
- Responsible for tracking customer information, forecasts and reports

Benefits:

car, insurance, tickets

Teacher 01.09.1997 - 26.05.2007 **Company:** School No 18 Timisoara

Working city: Timisoara
Salary: CONFIDENTIAL

Department: Education/Training/Art&Culture

Sales Representative 25.10.2006 - 02.02.2007

Company: Egeria Tm **Working city:** Timisoara

Department: Construction/Facilities

EDUCATION

Studies:

University of the West Timisoara

Faculty of Letters, section History - English

Faculty of Sociology

Courses, certificates & awards:

European Computer Driving Licence - PC operator (MS Office, SPSS, Internet)

ABILITIES

Foreign Languages(writing/speech/reading):

english (advanced,advanced,advanced) spanish (beginner,medium,advanced) italian (beginner,medium,advanced)

PC Skills:

PC Knowledge

Other skills or details that are relevant to your CV

Driving Licence cat. B