

INVITATION

TO A  
POTENTIEL  
INTERVIEW  
WITH

**SEFA  
M-ADEM**

20.09.1985

BUYER



- SENSE OF PRIORITIES
- WELL ORGANISED
- CREATIVE - OPEN TO CHANGE
- STRONG ANALYTICAL,
- NEGOCIATION AND INTERPERSONAL SKILLS

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## PROFESSIONAL EXPERIENCES

### COMMERCIAL EMPLOYEE (REPLACEMENT)

- Bains de Saillon SA,  
Saillon 2014 - 2015

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### BUYER

- Cosmotec SA, Vouvry  
2012 - 2014

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### COMMERCIAL EMPLOYEE –

#### PERSONNEL ADVISOR

- Placement agency EMPLOI 2000, Sion  
(4 month-internship)  
2013
- Revue Chasse et Nature,  
Monthey (mandates)  
2011 - 2013

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### WAITRESS AND SALESWOMAN

- Bar La Taverne, Monthey 2009 - 2012
- New-look store, Martigny (student auxiliary)  
2007 - 2008

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### COMMUNITY WORKER AND FACILITATOR

(6-MONTH INTERNSHIP) 2007 - 2008

- Clara-Louise residence, Collombey le Grand  
2007 - 2008

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## EDUCATION

- Private English lessons – preparation for the  
First Certificate in English 2015
- Aforem, self marketing training 2014
- IFP school, accounting training by corres-  
pondence 2014
- Lémania school in Lausanne, business  
degree 2008 - 2009
- Graduate school degree in Monthey  
2003 - 2007
- High school in Saint-Maurice, option Latin  
and Spanish 1999 - 2002

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## SKILLS AREA

- Prospecting for suppliers
- RFQ to suppliers
- Supplier and carrier loyalty
- Price and contract negotiating
- Researching products in Europe, Asia and  
the USA
- Updating the current prices
- Information and claims management
- Various administrative tasks
- Control and processing invoices
- Organising transport of goods
- Monitoring delivery
- Creation and organisation of events

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## LANGUAGES

- French - Tigrinya (Eritrea)  
Mother tongue
- English  
Elementary, good written knowledge
- German  
Elementary, good written knowledge
- Arabic  
Elementary

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## IT SKILLS

- Excellent command of
- Word, Excel
  - ComAgent, Outlook
  - Bilan GT (Micromanagement)
  - Fidelio (Hotel), Gestion (Accounting)

PLEASE  
DO NOT HESITATE  
TO CONTACT ME  
TO SET A DATE FOR ANY  
FURTHER INFORMATION

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