

Sarkis Sheghamyan

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PROFESSIONAL EXPERIENCE

SALES AND SERVICE MANAGER | DECO SP. Z O.O. (HOTSPA.PL)

Mar 2023 – Present | Łódź, Poland

- Managing the sales and negotiation of hot tubs, identifying and contacting new leads for service and accessories, addressing customer questions and needs regarding hot tub buying process, helping generate additional revenue for the company
- Developing and maintaining a new CRM and ERP database of over 2000 customers for marketing and invoicing purposes, which helped in sales and customer relationship management
- Maintaining an organised filing system for contracts according to company policy
- Planning and representing the brand in various events (expo, dealer conferences, in-store events)

MARKETING ANALYST AND CONSULTANT | SEELEECON SP. Z O.O.

Sep 2022 – Mar 2023 | Łódź, Poland

- Conducting in-depth research and analysis of the CPAP mask distribution market in Poland, including market size, trends, competition, and customer preferences.
- Compiling findings from market analysis into a comprehensive market analysis report, including recommendations for the company based on market insights.

CONSTRUCTION PROJECT MANAGER | STONE-BUD SP. Z O.O.

May 2021 – Sep 2022 | Łódź, Poland

- Managing construction projects resources (manpower, equipment and materials) from start to finish with attention to budgetary limitations, and collaborating with engineers, architects etc.
- Building a customer relationship in order to meet their requirements
- Supervising the work of laborers, mechanics etc. and give them guidance when needed
- Ensuring the well-being of employees
- Managing the admin work of every project, including budget control

ACCOUNT PAYABLE PROCESOR FOR NORTH AMERICA |

MCCORMICK SHARED SERVICES

Jul 2018 – Oct 2018 | Łódź, Poland

- Reviewing invoices and credit memo's coming from the United States and Canada to Account Payable department
- Processing them in SAP Transaction system
- Contacting the vendors if there were any issues with the documentation

ASSISTANT HIGHER EDUCATION CONSULTANT | SMART

PROSPECTS LTD

Apr 2018 – Mar 2024 | Remote, UK

- Managing applicant's Personal Statements and References in Google Docs and UCAS
- Administrating the organisations Facebook groups and assisting the work on ManyChat (chatbot tool)
- Managing and tracking applications in the Zoho CRM system
- Promoting company and higher education in the UK while being in Poland in various events

EDUCATION

LOUGHBOROUGH UNIVERSITY

PGCERT BUSINESS ANALYTICS

DE MONTFORD UNIVERSITY

BA (HONS) BUSINESS AND
MANAGEMENT

LANGUAGES

ENGLISH

Professional working proficiency

POLISH

Native proficiency

ARMENIAN

Native proficiency

RUSSIAN

Limited working proficiency

CERIFICATES

GOOGLE

Google Analytics GA4

ASANA

Workflow Specialist Certificate

PMI

Project Management Principles

SOCIAL WOLVES

Public Speaking Principles

ABOUT ME

I am a results-driven professional with experience in various roles. My diverse background has equipped me with a broad range of skills, including market analysis, report preparation, data analysis, stakeholder engagement, project management, administration, customer service, and more. I have a proven track record of successfully delivering projects on time, within budget, and exceeding expectations. After completing business studies, I have developed a strong understanding of data-driven decision making. I am eager to bring my skills and experience to a new challenge.