



# OLIVIER SIX

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## PROFILE

A dynamic Sales Manager with 7+ years of experience in both product and service sales. Now seeking to join the dynamic team at (Company) as (position) to .... bring experience in sales strategies, effective teamwork skills, and data analytics expertise to make my team's objectives succeed. I thrive in fast-paced environments and excel at driving customer satisfaction. Furthermore, I am an eager learner to offer the best-related knowledge and always adapt my knowledge to my work requirements.

## PROFESSIONAL EXPERIENCES

### ACCOUNT MANAGER

#### ROME & PARTNERS Accounting

(Jun. 2021 – Jul. 2023)

- Managed the set-up of 50+ companies, including OPC, Limited Companies and Holding Companies fostering collaboration among clients, notaries, lawyers, authorities, and accountants.
- Enhanced client relationship resulting in a 40% churn reduction (2019 v. 2022) and a 30% increase in the client portfolio via recommendations through proactive communication, anticipating assistants and changes, tailored advice regarding accounting and legal administration.
- Managed ongoing legal administrative duties for 250+ companies: UBO compliance, VAT declarations, annual accounts publications, financial record keeping, and legal status publication.
- Optimized operational structure for seven accountants, reducing task-switching and time-loss which increased total billable hours by 20% by shared calendar, keeping and updating client companies' internal database, effective paper and digital classification of client's administrative details.
- Corresponded in a trilingual environment (French, Dutch, English), leading to a 25% rise in Dutch-speaking clients and diversified portfolios by seamlessly offering our tailored administrative and legal assistance in the 3 most spoken languages in the local economy.

### SALES - MANAGER ASSISTANT

#### INT. HOME OF COOKING BRUSSELS

(Sept. 2017- May 2021)

- Managed stock and ordering by implementing inventory management software (Exact), maintained regular contact with suppliers and forecasted sales prevision through data analytics resulting in a 35% reduction in time spent on stock management.
- Trained and supervised new employees (12 employees 2019-2021), achieving the team with the highest retail conversion rate (estimated +8%) and average basket value (+5% per year) by assigning dedicated sections, learning and teaching sales techniques, teambuilding and planning training opportunities with related suppliers.
- Weekly closed an average of 100 B2C sales (on average €3500/week) and offered B2B consultancy for F&B businesses resulting in average sales of €5000 per client.
- Handled communication with 20+ suppliers (from daily to biannual contact) regarding orders, marketing campaigns, after-sales services and sales data communications.
- In 2020, Strategized, planned, and launched a speciality coffee shop by conducting comprehensive market research, including competitive analysis and trend analysis, to become the leading concept in Brussels and double Prosumer Espresso Machine sales.

## COURSES & TRAININGS

The Strategy of Content Marketing - University of California - Coursera	Sept. 2023
Marketing Analytics Foundation - Meta - Coursera	Aug. 2022
Sales Training and Techniques Specialization - Columbia University - Coursera	May 2022
Google Data Analytics – Google - Coursera	Feb. 2020
Visualisation Microsoft License - Brussels Regional Education Agency	Sept. 2018

## EDUCATION

### EPHEC UNIVERSITY COLLEGE

(Sept. 2018- Jul. 2020)

Bachelor: ACCOUNTING  
Night courses (cancelled due to covid)

### SOLVAY BUSINESS & MANAGEMENT SCHOOL

(Sept. 2014- Jul. 2016)

Bachelor: ECONOMICS  
Economics with minor in Statistics (Not completed)

## SKILLS

### • Hard Skills

Customer Satisfaction, Team player and Leadership, Sales Strategies, Customer Experience (CX), Data Analytics, Product and Services Sales, Adaptability, Fasted-Paced Environment.

### • Soft Skills

Teamwork, Customer Relationship Building, Eagerness to Learn, Communication, Problem-Solving, Negotiation, Strategic Thinking.

### • Languages

French : Native

English : Fluent

Dutch : Fluent