**Gulfjobseeker.com CV No:** **11868**

**Mobile +**971505905010 / +971504753686

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**OBJECTIVE**

 A motivated and reliable person. My long term experience has taught me how to meet and exceed each customer's expectations with service that sells. I have assisted all types of customers in all types of settings. I realize that acquiring and maintaining loyal repeat business as well as spreading the word of your business through these loyal patrons is of the utmost importance in every company. Positioning a company for better exposure and greater marketability is a task that I have performed with success many times.

**SUMMARY OF QUALIFICATIONS**

* Continually recognized with promotion of increasing responsibility for outstanding work ethic
* Consistently provide superior customer service, focused on establishing trust with clients.

**EMPLOYMENT HISTORY**

* **Ministry of Defence Finance**  Asmara-Eritrea

 Purchaser and Store keeper from January 2010 – March 2013

* **Hollywood** Video Store Asmara - Eritrea

 Sales person from February 2005 – November 2010

**HIGHLIGHTS OF JOB RESPONSIBILITIES**

***Sales Representative***

* Ensure that each customer receive an outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer
* Established repeat (regular) customers, and offered special incentive
* Responsible for division sales
* Merchandising new stock to the sales floor.
* Make sure product availability.
* Developing other sales strategies to make more sales
* Planning and organizing promotions and advertising to increase sales
* Getting the feed backs from customers about the standards of the customer care they get

***Purchasing Representative***

* Verifies purchase requisitions by comparing items requested to master list; clarifying unclear items; recommending alternatives.
* Prepares purchase orders by verifying specifications and price; obtaining recommendations from suppliers for substitute items; obtaining approval from requisitioning department
* Keeps information accessible by sorting and filing documents
* Provides purchasing planning and control information by collecting, analyzing, and summarizing data and trends
* Keeps information accessible by sorting and filing documents

***Customer Service Representative/Cashier***

* Responsible for the daily cash transaction
* Responsible for customer service.

**EDUCATIONAL BACKGROUND**

* Banking and Finance, Collage of Business and economics Halhale,Asmara,Eritrea. **GPA.**
* Grade 1 to 8 – Frehiwot Elem & Junior Secondary School, Addis Ababa, Ethiopia. **Certificate.**
* Grade 9 to 12 – Limat Secondary School, Asmara, Eritrea. **Certificate.**

**LANGUAGE**

* English, Tigrinya and Amharic SPEAK, READ, WRITE

**CERTIFICATE OF TRAINING AND DEVELOPMENT**

* Basic Computer Courses.
* Microsoft Publisher.

**HOBBY**

* Volunteer in social activities and sport, listening music, watching movies and Reading .

**PERSONAL INFORMATION**

Date of Birth: 23 August 1988

Marital Status: Single

Sex: Male

Nationality: Eritrean

**KEYWORD: Sales representative**