#

**SUMMARY**

Well experienced in product knowledge sales and customer service. Young, Knowledge Hungry, Enthusiastic, Fast Learner, Energetic & Creative personnel.

**LANGUAGES**

**English** **Fluent**

**Arabic** **Fluent**

**Tigrigna** **Native**

**French** **Good**

**Amharic** **Basic**

**STRENGTHS**

* Strong analytical and logical skills
* Excellent communication and inter personal learning and organizing skills
* Able to control and manage the job assigned effectively and

efficiently

**SEGEN**

**Segen.147667@2freemail.com**

**OBJECTIVE**

Seeking for a career to apply my knowledge and skills in an oriented environment that gives equal career opportunity based on skills and performance.

**EDUCATION**

* **2007 – 2011 B.A Degree in Mathematics from EIT (Eritrean Institute of technology)**
* **Nov 2014 – Feb 2015**

**Certified in Principle of Accounting & Peachtree**

* **Alliance Française Delf A 1 & Delf B1 French Language**

**Skills & Competences**

* Able to manage multiple assignments and tasks
* Setting priorities and adapt to changing conditions and work assignments
* Energetic personality praised for my patience and positive attitude
* Ability to take decisions and work under pressure
* Good customer service and interpersonal skills
* Professional and sensitively handling agitated customers

**WORKING EXPERIENCE**



**Company: Ayni Fashion, Asmara - Eritrea**

**Duration: Jan 2012 – Dec 2014**

**Position:** **Saleslady**

***Work Description***

* Welcoming and greeting customers & assisting them on selecting & locating merchandize.
* Assist customers as they enter the store and look for products.
* Maintaining eye-catching effective displays within the store.
* Ensuring that merchandise displays are full, complete and properly maintained.
* Process or help process payments made by the customer through cash & Cheques.
* Identify and resolve client's problems.



**AREAS OF EXPERTISE**

* Customer service
* Keeping up Records
* Up selling
* Promotions
* Brand knowledge
* Stock control

**HOBBIES**

* Reading Books
* Socializing
* Fashion
* Travelling
* Delight customers, beyond the call of duty.
* Pack sold items for the customers.
* Report sales accurately



**Company: Alhashmi Mall, Asmara - Eritrea**

**Duration: Jan 2015 - 2016**

**Position:** **Accountant**

***Work Description***

* Documents financial transactions by entering account information.
* Summarizes current financial status by collecting information.
* Substantiates financial transactions by auditing documents.
* Maintains accounting controls by preparing and recommending policies and procedures.
* Guides accounting clerical staff by coordinating activities and answering questions.
* Reconciles financial discrepancies by collecting and analyzing account information.
* Secures financial information by completing data base backups.
* Maintains financial security by following internal controls.
* Answers accounting procedure questions by researching and interpreting accounting
* policy and regulations.
* Complies with federal, state, and local financial legal

requirements by studying existing and new legislation, enforcing adherence to requirements, and advising management on needed actions.

* Maintains professional and technical knowledge by attending educational workshops.
* Accomplishes the result by performing the duty.
* Contributes to team effort by accomplishing related results as needed.

Dear Sir/Madam, I am looking forward for your considerate and quick replay according to my experience and interest to be a part of your respected team.

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**SEGEN**

**Applicant**