**CURRICULUM VITAE**

**FAITH WAMBUI**

Email: [faith150983@2freemail.com](mailto:faith150983@2freemail.com)

**CAREER OBJECTIVE**

# Looking for a Sales Assistant position and bringing hands-on experience in sales along with strong work ethics to provide customers with a perfect shopping experience.

**WORK EXPERIENCE**

**BABY SHOP - NAIROBI**

**SEPTEMBER 2011 - OCTOBER 2012 – SALES REPRESENTATIVE**

**DUTIES**

* Greeting customers who enter the shop.
* Be involved in stock control and management.
* Assisting shoppers to find the goods and products they are looking for.
* Being responsible for processing cash and card payments.
* Stocking shelves with merchandise.
* Answering queries from customers.
* Reporting discrepancies and problems to the supervisor.
* Giving advice and guidance on product selection to customers.
* Balancing cash registers with receipts.
* Dealing with customer refunds.
* Keeping the store tidy and clean, this includes hovering and mopping.

**KAM PHARMACY - NAIROBI**

* **NOVEMBER 2013 - MARCH 2015**
* **DATA INPUT CLERK AND SALES ASSISTANT**

**DUTIES**

* Responsible dealing with customer complaints.
* Working within established guidelines, particularly with brands.
* Attaching price tags to merchandise on the shop floor.
* Responsible for security within the store and being on the look out of shoplifters and fraudulent credit cards etc.
* Receiving and storing the delivery of large amounts of stock.
* Keeping up to date with special promotions and putting up displays.
* Provide information about the products to the customers.
* Assist in the sales department at the pharmacy.
* Do research on some queries or solutions as required
* Providing accurate sales reports and documentation
* Filing of documents and maintaining a good filing system.

**MARCH 2015 - APRIL 2017**

**RESIDENTIAL HOUSEKEEPER - DUBAI**

**DUTIES**

# Worked closely with family to ensure individual needs were met.

# Maintained an exceptionally clean environment.

# Completed daily cleaning tasks, including mopping, waxing, sweeping, vacuuming, dusting, surface cleaning, disinfection and polishing.

# Maintained household inventory lists.

# Replenished supplies as needed and requested.

# Notified family of maintenance issues.

# Answered phones and took messages for family when requested

# Made beds, changed sheets and linens and completed laundry

# Vacuumed carpets, waxed wooden floors and scrubbed tile floors.

# Kept thorough household inventory list and replenished when required.

**EDUCATIONAL BACKGROUND**

* Jan 2014 Rocky Driving school
* 2011-2013 Kenya polytechnic College Certificate in Hospitality management
* Feb 2010 Metcen Training Centre Mombasa Certificate in computer
* 2006-2009 Kenya Certificate of Secondary School.

**PERSONAL STRENGTH:**

* Good time keeper.
* Flexible and willing to learn new things.
* Highly organized, with great attention to details.
* Relating well with people from all walks of life.

**CAREER ATTRIBUTES**

* Strong communication skills.
* Proficient in Microsoft Office.
* Work best under minimum supervision, if any.
* Customer responsive, keen to learn at every opportunity to enhance my career, reliable and able to work long hours to get the job done.

**REFERENCES WILL BE PROVIDED UPON REQUEST**