CURRICULUM VITAE

**PERSONAL PROFILE**

Date of Birth : December 20th 1989 Civil Status : Single

Visa Status : Employment Visa

Gender : Female

Nationality : Uganda

Language : English

**CAREER OBJECTIVE**

Seeking a challenging position in an organization as a sales person, where I can utilize my skills and experience to increase product sales and enhance customer satisfaction by adding value to the current services offered to customers.

**PROFESSIONAL EXPERIENCE**

# Dubai, UAE Feb 2015 – Till Date

**Position: Cashier Job Responsibilities:**

 Entering purchases into cash register to calculate total purchase price.  Accepting cash, or bankcards for payment

 Counting money, giving change and issuing receipts for funds received.

 Calculating discounts; requesting customer identification for certain discounts and receipts as required.

 Maintaining sufficient amounts of change in cash drawer

 Balancing cash drawer and receipts; documents discrepancies.

 Training new cashiers and assisting customers in locating specific items

# Hotel, Uganda Aug 2010 – Dec 2014 Position: Receptionist & Waitress

**Job Responsibilities:**

 Greet guests and patrons personally and on the telephone  Offer appropriate seating arrangements

 Present menus and take orders

 Ensure the quantity of menus is sufficient to cater to the number of guests  Relay orders to the kitchen and ensure all orders are filled in a timely and

accurate fashion

 Retrieves messages from voice mail and forwards to appropriate personnel.

 Answers incoming telephone calls, determines purpose of calls, and forward calls to appropriate personnel or department.

 Takes and delivers messages or transfers calls to voice mail when appropriate personnel are unavailable.

# Tour Safaris, Uganda Nov 2008 – July 2010 Position: Sales Executive

**Job Responsibilities:**

 Attending to customers and up selling of products.

 Attended product knowledge trainings to upgrade in sales and customer service.

 Handling the cash counter as cashier  Merchandising up to standards.

 Processing the merchandise.

 Handling of administration and office work.  Handling of days transactions. And banking.

**EDUCATIONAL BACKGROUND**

* Completed Secondary School

**SKILLS AND STRENGTHS**

* + Excellent customer service skills and demonstrable experience
  + Good interpersonal and communication skills
  + Confident and Self motivated
  + Be able to work individually or as a team with or without supervision
  + Flexible and adapt to different working environment quickly
  + Ability to work for long hours under pressure

**First Name of Application CV No:** 1646334

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