**Curriculum vitae**

Babrah

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**Visa status:** Employment Visa

***Objective***

*Looking for a challenging customer service position in an organization, where I can contribute to the growth and success of the company through excellent, quick and effective service there by bringing about fun experience, retention and referral by clients.*

***Professional Experience***

**Sales Representative for Kenya assorted products**

**GLOBAL VILLAGE ­– Dubai: November 2015 to Present**

**Responsibilities**
Cleaning and organizing shop.
Welcoming and greeting customers.
Stock taking and pricing
Banking and cashiering
Marketing and selling to clients.
Explaining to clients products sold and answering any questions
Making after sales services to clients.

**Accomplishments**
I have managed to persuade 85% of walk in customers to buy at least a product.
By building rapport with the clients i interface with i have received more referrals hence increasing clientele base for the business.
I have exceeded my daily sales targets by 50%

**Skills Used**
Very good interpersonal and communication skills which enabled me convince clients to buy products.
Very good organizational skills which enable me well display products for easy seeing and access by clients
Ability to work in a first paced and multi racial environment in order to attend to all clients promptly and excellently.

**Front Desk Assistant: Guardian Health Uganda: January 2014 to September 2015**

Receiving guests and ensuring their comfort at the company premises.

Ensure good turnaround time and accuracy during service delivery to both internal and external customers.

Promptly handle queries and complaints and escalate them were necessary

Adhere to policies and procedures when executing duty.

Provide timely periodic reports to relevant officers for review

Answering telephone calls in an efficient and timely manner and transferring calls as necessary.

Dealing with all inquiries and directing clients to appropriate persons or offices according to schedule.

Ensure tidiness of the front desk area so as to maintain good ambience.

Coordinating incoming and outgoing mails, packages and deliveries.

Market company image through giving proper information, displaying flyers and brochures.

Verifying identification for guests.
**Skills Used**
Very good hospitality, interpersonal and communication skills which enabled me work well with both internal and external clients.
Very good organizational skills
Ability to work in a first paced and multi racial environment in order to attend to all clients promptly and excellently.
Flexibility and eagerness to learn

**SKILLS AND COMPETENCES**

Report writing, customer care**,** Confidentiality, team work ,creativity, balancing priorities, accuracy and efficiency, critical and analytical thinking, meeting deadlines, scheduling work, plan and allocate resources, working in a fast paced multi racial environment with minimum supervision.

Excellent computer skills (MS word, MS Excel, PowerPoint). Accurate key board skills and proven ability to enter data accurately at the required speed.

**LANGUAGE PROFECIENCY**

English

**References:**

Can be provided on request

**Declaration**

I declare that the information provided above is true and correct to the best of my knowledge and belief.