**CURRICULUM VITAE**

**Career Objectives**:

Seeking a challenging environment that values commitment, hard work & to gain further exposure & experience

**Strength:**

A team player with a strong oral & written communication skills, honest, self motivated & enthusiastic, confident, flexible result oriented attitude, a quick learner & have a pleasant personality

**Personal Attributes**:

* Highly Organised, Efficient and a Team Player.
* Dedicated and Committed, willing to take on challenging roles
* Possess Excellent Communication & Interpersonal Skills
* Honest & trustworthy

**Academic Credentials**:

Certificate in Basic Computer Packages

Paragon college(FEB-APRIL 2009)

Certificate of Secondary Education

Brainsworth Secondary School(O-Level 2004 – 2008)

**Professional Experiences:**

T.S.S Express Company LTD: - 2009- 2012, Assistant Manager, Duties:-

•Keeping accurate daily sales record.

•Handle customer Queries.

•Bank Reconciliation.

•Banking analysis.

•Cash Book analysis.

**Sports Hse**

**Nov2013 to Jan 2015**

**Position Held – Sales Representative**

Main Job Responsibilities:

* Provide customer service and after sales services to all customers
* Merchandising of stocks on the sales floor
* Ensure stock levels and transfers are made on time and per company policies
* Control manual counts during inventories
* Dealing with customer problems and issues

**Limit less Trading**

**Feb 2015- to date**

**Position Held**: ***Sales Representative***

Main Job Responsibilities:

* Customer Service : Ensure customer satisfaction by providing first class services
* Product recommendation : Anticipate customers needs and ensure they get the right products
* Cash handling : Handle all cash and credit transactions and ensure all is done according to company guidelines and policies
* Replenishing sold items : Ensure that the sales floor is always filled with products and mostly advise the seniors on customer likes and dislikes so as to maximise sales and have the customers loyalty .
* Updating daily sales report: Make sure that all the sales report are upto date and encourage myself and colleagues to maximise sales so as to achieve the sales targets.

**Key Skills:**

* Accurate Cash handling
* Computer Literate
* Good Communication Skills

**Personal Information:**

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| Marital Status: | Single |
| Date of Birth | 19th JUNE 1989 |
| Nationality: | Kenyan |
| Languages Known: | English, Swahili & Arabic basic |
| Visa Status: | Visit Visa |
| Hobbies: | Football, Socialising and Swimming. |

**First Name of Application CV No:** **1696182**

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