**CURRICULUM VITAE**

**PERSONAL DETAILS**

Date of birth: 26-09-1986

Nationality: Nigeria

Marital Status: Single

Sex: Female

Languages English, Youruba

Notice Period Immediately

Visa Status Visit Visa

**CAREER OBJECTIVE**

I am a dynamic young person who has a strong desire for sales and Customer service. Am self-motivated, well organized

and possess superb communication skills and sound business awareness.

To advance my career by securing a challenging position as a Sales Associate or Customer Services Representative with a reputable, goal oriented business organization that emphasizes quality, integrity, team spirit and loyalty. That allows me to acquire knowledge and experience in a multi-dimensional environment with an opportunity to directly contribute to the success and excellence of the organization.

**PERSONAL ATTRIBUTES**

* Honest and self-Disciplined
* Reliable Team Player and good inter-personal relations
* Ability to build relationships effectively with customers across all levels
* Highly dedicated (Willing To Work Long Hours)
* Good knowledge on how to manage and utilize resources to achieve set goals
* Helpful, tactful and particular about keeping deadlines.
* Ability to influence key decision makers. Efficient(By Working Smart)
* Can work under little or no supervision on any given responsibility
* Able to work in a door to door and face to face sales capacity

**PERSONAL SKILLS AQUIRED**

* Excellent communication skills and highly personable
* An ambitious and positive team player
* Strong & confident communicator over the phone & face to face.
* Computer literate and proficiency in the English language.
* Identifying and developing new accounts, whilst maintaining and developing existing accounts.
* Ability to work under pressure and to meet deadlines.
* Excellent negotiating skills.
* Knowledge of all aspects of customer care including; new account application, meeting customer expectations, Customer complaints, credit facilities and invoice payments.
* A range of advanced selling skills, from prospecting to closing.
* Dealing with all customer queries, efficiently and effectively

**WORK EXPERIENCE IN U.A.E**

**March 2016-Till Date; FZ LLC**

Dubiotech, Al Barsha South

Warehouse 18, Block C,

P.O.Box 122224.

**Position;** Sales Administrator

**DUTIES & RESPONSIBILITIES**

* Provided customer service and sales support to existing and new customer base.
* Communicated with prospective customers.
* Collected and input customer data.
* Maintained prospect and customer information to ensure accuracy.
* Assisted with sales and marketing campaigns.
* Resolved inventory allocation problems.
* Managed inventory replenishment.
* Assisted in training other support staff.

**Sep 2015- Feb 2016; Group(Orient Insurance)**

**Position; Insurance Advisor**

**DUTIES & RESPONSIBILITIES**

* Communicating with client and explaining them the merits of insurance policies.
* Following up the client who inquires about the insurance policies.
* Following up old client and renew or suggest them the new policies according to their requirement and budget.
* Provide solutions to the client in case of any risk situation and offer them appropriate risk management.
* Supervise the renewal process for existing client.
* Meeting the company goals and assisting the team.

**Sep 2014- Aug 2015: Seelio Home Textiles**

H02 Dragon Mart FZCO

Dubai,U.A.E

Position: Sales Representative

**DUTIES & RESPONSIBILITIES**

* Greeting customers on the sales floor with an energetic attitude.
* Providing excellent customer service, answering queries, and accommodating needs.
* Recommending brand feedback, customer requests, and in store promotions.
* Maintaining cost control, and driving highest possible standard of store visual impact.
* Ensuring sales strategies are implemented and sales targets are met.
* Ensuring effective administration of directives from management.
* Operate cash register by passing price-coded items across electronic scanner to record price, execute the cash or credit payment transaction, and provide a receipt.
* Maximizing sales by being creative and innovative

**WORK EXPERIENCE IN NIGERIA**

**Nov 2009-Aug 2012:**

**Position:** Customer Service/ Reservation and Ticketing Officer

**DUTIES & RESPONSIBILITIES**

* Self-motivated and a team player
* Working weekends, holidays and varying schedules
* Greet and assists all customers in prompt, friendly and courteous manner
* Reservation and ticketing sales
* Present a professional and positive image of the company
* Maintain thorough knowledge of policies and processes
* Able to work in stressful situation and tight time constraints

**Sep 2012 -May 2014**: Flinks travel

Nigeria.

**Position:** Reservation and Ticketing/

Administrative Officer

**DUTIS & RESPONSIBILITIES**

* Greet and assist all customer in a prompt ,friendly and courteous manner
* Do reservation for customers and give travels advice
* Prepare and issue customer ticket.
* Worked as a member of a team in resolving customers issues as promptly as possible
* Proficient in the use of Amadeus GDS and Sabre GDS
* Successful Arrangement of group tickets reservation with the Airline.

**EDUCATION BACKGROUND**

* Apapa Senior High School, Apapa – Lagos, Nigeria 1999-2004
* Sabre Training, Lagos, Nigerian(3 Days, October 2009 ) 2009
* ANIS International School of Aviation & Transport Studies 2010

**QUALIFICATION WITH DATES**

* Advanced Diploma In Airline Ticketing & Reservation 2010
* Sabre Travel Network (GDS) 2009
* West African Senior School Examination (WAEC) 2004
* Computer Literacy 2005

**First Name of Application CV No:** **1705494**

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