CURRICULUM

 VITAE

**FATIMOH**

# Email: fatimoh.298409@2freemail.com

**POSITION DESIRED: SALES PERSONAL PROFILE**

Date of Birth : March 31st 1988

Civil Status : Single

Visa Status : Tourist Visa

Nationality : Nigerian

Language : English

**OBJECTIVE:**

To obtain a suitable position in your esteemed organisation, where I can utilise my qualification and experience to carry out my duties effectively and efficiently and develop a successful career.

**PROFESSIONAL EXPERIENCE**

## Wolid International Limited, Osun State, Nigeria May 2014 – March 2016.

## Job Position: Direct Sales Agent

**Job Description:**

* Provide direct customer services by informing them of products and services
* Ensure that customers are directed to the appropriate aisle
* Identify sales opportunities and follow up on existing accounts for business development
* Research sources in order to develop new business connections
* Meet individual and company sales targets
* Promote new products to walk-in customers and record orders
* Process payments in terms of cash, checks and credit cards
* Stock shelves with appropriate products and ensure correct price tagging
* Data entry of sold items

## Maxwell Telecommunications, Lagos, Nigeria. Sep2011- Mar 2014

## Job Position: Sales Manager

**Job Description:**

* Coordinating and supervising the day-to-day sales efforts of the team.
* Training and coaching team members on selling techniques.
* Setting examples for other staff in areas of personal character, commitment and work habits.
* Reducing shrinkage by managing loss prevention techniques.
* Leading, directing and motivating the sales team.
* Gaining a thorough understanding of every customers’ needs in order to offer them the best solution.
* Presiding over weekly staff meetings.
* Maintaining staff attendance and punctuality reports.
* Promptly handling customer complaints.
* Field training new sales representatives.

**EDUCATIONAL QUALIFICATION**

## Completed Secondary School

## B.Sc (Hons) Microbiology

**SKILLS**

* + Able to work as part of a team or independently with little or no supervision
	+ Flexible and can be able to work in a multicultural environment
	+ Excellent communication skills
	+ Computer literacy
	+ Ability to work under pressure

**STRENGTHS**

* Good communication and issues resolution abilities
* Self motivated and ability to communicate with other staff and motivate them
* Can perform effectively in a dynamic and multi tasking environment
* Good Planning.
* Problems solving and decision making.
* Flexible and adapt to different working environment quickly

**REFERENCE:**

Can be provided upon request

**DECLARATION:**

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

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