**CURRICULUM VITAE**

**Name: OYEN SCHOLASTICA ABAN**

**Date of Birth: 06/02/1994**

**Nationality: Cameroonian**

**Sex: Female**

**Sales Representative**

**PERSONAL SUMMARY**

**AREAS OF COMPETENCE**

***Sale service***

***Negotiation& Closing Sales***

***Merchandising***

***Brand Promotion***

***Presentation***

***Documentation***

***CASHIERING***

**SKILLS**

***Persuasion & Negotiation***

***Smooth Talker***

**Managing inventory**

***Interpersonal skills***

**Preparing and manage store floor.**

***IT: Ms Office***

***Language- English & French Fluent***

**5 years experience.**

***I am an exceptionally smart person who goes that extra mile to deliver superb results. Upbeat, enthusiastic, punctual and bilingual (English/French), with an excellent work ethic. With over six years of expertise in managing inventory, customer service and operate cash register and sales representative. I take delight in exploring new territories and pushing existing limits by following up new leads or referrals fully. Presently looking to join a company where success is rewarded & internal succession is given priority.***

***WORK EXPERIENCE:***

***SALES REPRESENTATIVE***

* ***Responding to visitors/customers’ enquiries about companyproducts and services by mail, on phone as well as face-to-face customers.***
* ***Attending to customer queries and coordinating with service center and management to solve them.***
* ***Welcoming visitors/customers into department professionally and assisting them make a satisfactory purchase decision.***
* ***Stock and refill product display.***
* ***Maintain and established relationship with current clients and potential clients.***
* ***Identify and resolve client problems***
* ***Customer Service including assisting with clothing choices, sizes and styling on the floor in a friendly and efficient manner.***
* ***Handling the register including all cash sales, refunds and exchanges.***
* ***Stock management-restocking sizes from the stock room, assisting with inventory stock takes.***
* ***Regular cleaning duties around the store including vacuuming, dusting.***
* ***Cashiering.***
* ***Making sure that prices and other details other necessary details are visible.***
* ***Come up with ideas on how to improve the company sales .***
* ***Making sure that the floor is clean at all time***

***SALES REPRESENTATIVE***

***CHOCOCAM(CHOCOLATE COMPANY)CAMEROON***

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| ***PRIMARY RESPONSIBILITIES***   * ***Present and sell company products and services to current and potential clients.*** * ***Prepare action plans and schedules to identify specific targets and to project the number of contacts to be made.*** * ***Follow up on new leads and referrals resulting from field activity.*** * ***Identify sales prospects and contact these and other accounts as assigned.*** * ***Prepare presentations, proposals and sales contracts.*** * ***Develop and maintain sales materials and current product knowledge.*** * ***Establish and maintain current client and potential client relationships.*** * ***Prepare paperwork to activate and maintain contract services.*** * ***Manage account services through quality checks and other follow-up.*** * ***Identify and resolve client concerns.*** * ***Prepare a variety of status reports, including activity, closings, follow-up, and adherence to goals.*** * ***Communicate new product and service opportunities, special developments, information, or feedback gathered through field activity to appropriate company staff.*** * ***Coordinate company staff to accomplish the work required to close sales.*** |
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***SALES REPRESENTATIVE***

***NEW-LIFE SUPER MARKET***

***Responsibilities:***

* ***Maintain and develop good relationship with customers through personal contact or meetings or via telephone etc.***
* ***Identifies business opportunities by identifying prospects and evaluating their position in the industry; researching and analyzing sales options.***
* ***Sells products by establishing contact and developing relationships with prospects; recommending solutions.***
* ***Maintains relationships with clients by providing support, information, and guidance; researching and recommending new opportunities; recommending profit and service improvements.***
* ***Identifies product improvements or new products by remaining current on industry trends, market activities, and competitors.***
* ***Prepares reports by collecting, analyzing, and summarizing information.***
* ***Maintains quality service by establishing and enforcing organization standards.***
* ***Maintains professional and technical knowledge by attending educational workshops; reviewing professional publications; establishing personals.***

***ACADEMIC QUALIFICATION***

* ***Higher National Diploma Sales and Marketing***
* ***General Certificate of Education, Advanced Level***
* ***General Certificate of Education, Ordinary Level***

## *MY KEY COMPONENTS*

***Enthusiastic, self-motivated and understanding.***

***Excellent customer service skills and multi-tasking.***

***Excellent interpersonal and communication skills.***

***Creative,patient and persuasive.***

***Leadership and entrepreneurial skills.***

***Makes report to create loyal and satisfied customers.***

***Can also work under pressure more effectively.***

***SKILLS Language: ENGLISH: Excellent***

***FRENCH: Excellent***

* ***HOBBIES***

***Marathon , football, high jump ,swimming, reading motivational books.***

**Job Seeker First Name / CV No: 1802424**

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