**CURRICULUM VITAE**

**PERSONAL DETAILS**

**NAME : Aruah Ebai Elisabeth**

**DATE OF BIRTH: 04-05-1992**

**NATIONALITY ;Cameroonian**

**SEX : Female**

**English & French Speaking Sales Associate**

Seeking a position that will benefit from my Sales, customer service experience, flexibility and positive interaction skills that I have accrued over the years.

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**KEY SKILLS AND STRENGTHS**

* Having a friendly & professional manner.
* Calm, efficient and organized.
* Flexibility
* Confident and have genuine interest in customer satisfaction.
* Ability to assess the client’s need
* Excellent office skills
* Outstanding IT skills
* Quick learner
* Profound ability to ensure that the highest standards of hospitality is established
* Excellent communication skills both verbal and written.
* Good client facing and negotiation skills.

**WORK EXPERIENCE**

**Company: Njeifrobi Fashion Center**

**Designation: Sales Executive, 2 Years**

**Duties:**

* Welcoming customer in a professional manner
* Providing information to customers to help them select the best products.
* Take cash from customers and process transactions accurately & efficiently
* Keeping up-to-date with all current promotions within the store.
* Identifying customers who need assistance on the shop floor.
* Operating the till and accurately counting and reconciling the till float.
* Accurately processing all methods of payment.
* Making sure the store is clean, tidy and safe at all times.
* Identifying sales opportunities & trends & highlighting these to Sales Managers.
* Working as part of a team and assisting colleagues when necessary.
* Stock room arrangement
* Taking delivery of stock from suppliers or warehouse and storing appropriately.
* Greet customers and ascertain what each customer wants or needs, without being overbearing.
* Working as a team to attain company objective

**Company: Njeifrobi Fashion Center**

**ACADEMIC QUALIFICATION**

* Certificate in Customer Care
* Trustech Higher Institute of Professional Management
* Degree in Business management
* Certificate in Microsoft Office Applications
* Certificate of French language proficiency

**LANGUAGES**: English and French

**HOBBIES**: Playing Basketball, Reading books, and listing to music

**Job Seeker First Name / CV No: 1818546**

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