CURRICULUM VITAE

**PERSONAL INFORMATION**

Name : PHILIP

Date of birth : 17 /January/1991

Place of Birth ` : CAMEROON

Gender : MALE

Philip.319739@2freemail.com

Nationality : CAMEROONIAN

Visa status : Tourist visa

**Job title:** **SALES ASSOCIATE**

**Objective Statement** – An immaculately presented, polite and assertive sales assistant who is motivated by being a team player with a common goal, and who has extensive experience of retail sales. Being reliable and organized, Philip possesses the ability and desire to meet and surpass sales targets, with drive, ambition and determination. He treats every customer as an individual and has a track record of wowing customers with his friendliness. He is currently looking for a chance to progress a retail career within a fast-paced, forward-thinking and highly successful company and, combined with a desire to utilize my customer service skills obtained through experience as sales personnel in UAE.

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**Qualification, Skills and Qualities**

* Six(6) years’ experience in the sales industry
* Customer service skills.
* Top must communication skills and professional work ethic.
* Multi-tasking capability.
* Ability to work-in and lead a team
* Sales and marketing skills.
* Bachelor Degree in Logistic(Logistic and Operational Management)
* Excellent communication skills (bilingual - **English and French**).

PERSONAL PROFILE

 I am an organized and highly self-motivated individual with the ability to

Communicate in all business aspects of influence and able to transform based

on factual evidence, high productivity in a faster moving environment through maintaining positive attitude in situations of stress and conflict plus a wide range skill, experience and personal characteristics to meet challenges of any business.

**WORK EXPERIENCE**

**Sales Associate (BABY BRAND)**

CARTER’S, UAE, Abu Dhabi

Oct 2014 – Till Date

Responsibilities

* Greeting and welcoming all customers and visitors who enter the shop.
* Assisting customers to find what they are looking for.
* Suggest to customer new products and inform them about our promotions
* Customer service including assisting with clothing choices, sizes and styling on floor in a friendly and efficient manner.
* Utilize product knowledge to promote sales
* Make sure to achieve daily target and monthly target.
* Responsible for ensuring store appearance is clean and presentable at all times.
* Be sure all customers will be happy, enjoying and should be solving any problem for customers to their satisfaction
* We have daily briefing for every for all team members to explained the mistakes that soak in and fix it and set the goal for the day.
* Sending end of day report to my area manager.

Manama Supermarket, Douala, Cameroon
Sales assistant

Dec. 2012- July 2014

Responsibilities

* Welcome customers as they enter the supermarket
* Provide customers with information on daily deals and discounts
* Assist customers in finding their choice of items or escort them to the right shelve
* Stock shelves in accordance to the supermarket’s policies and make sure that any out of stock product is informed to the supervisor
* Answer customers’ queries regarding products and deliveries
* Guide customers throughout the shopping process
* Demonstrate supermarket items with a view to sell them
* Ensure that any damaged or expired products are reported and removed from shelves
* Perform cashier duties by handling cash, credit and check payments
* Attach pricing labels to items before placing them on shelves
* Ensure that the produce section is replenished with fresh items continuously

**Sales Assistant**

**OLYMPIC** FASHION Ets, Douala, Cameroon

June 2010 – Nov.2012

Responsibilities:

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* Ensure of appropriate merchandise of stock in the boutique and windows display.
* Service including assisting with clothing choices, sizes and styling on floor in a friendly and efficient manner.
* Utilize product knowledge to promote sales
* Responsible for ensuring store appearance is clean and presentable at all times
* Regular cleaning duties around the store include vacuuming, dusting, cleaning mirrors and steaming clothing.
* Supporting store team and manager to increase revenue streams and profit target.
* Handling the register including all cash, ethos and credit sales plus refunds and exchanges.
* Stock management-restocking sizes from the stockroom, assisting with inventory stock taking.
* Assist with window displays for special promotions.
* Maintain store and stock in impeccable condition.
* Assist with banking daily cash amounts.
* Entering register transactions accurately

**EDUCATION /QUALIFICATION**

* 2014, Bachelor Degree (Logistics and Operational Management)
* 2011, GCE Advance Level Certificate.
* 2008, GCE Ordinary level certificates.

**TECHNICAL SKILLS**

* Data entering skills
* Reporting skills
* Administrative writing skills
* Understanding customer and customer focus
* Self-development
* Attention to details
* Professionalism
* Microsoft office skills