CURRICULUM VITAE

**Personal Information:**

Name: NAMATA

 NAMATA.329137@2freemail.com

 **Position Applied: sales assistant**

**Objective:**

I am looking to build on my skills within a challenging role and environment through sharing knowledge and professional expertise. I am willing to achieve further professional development and training.

**Professional Profile:**

I am a passionate and dedicated individual, who enjoys being part of, as well as leading a successful team. I believe in teamwork and innovation. I am quick to grasp new ideas and concepts, and to develop innovative and creative solutions to problems. I am able to work on my own. Even under significant pressure, I possess a strong ability to perform effectively.

Please see details below for working experience.

**Academic Qualifications:**

**YEAR INSTITUTION AWARD**

2011- 2014: Makerere University Business School, Bachelor of leisure and hospitality management

2008- 2010: Mengo Senior School, Uganda. Uganda Advanced Certificate of

 Education

2004- 2008: Mengo Senior School, Uganda. Uganda Certificate of Education

**Work experience**:

**MTN as sales assistant**

**January 2014- December 2015**

1. Selling retail products, goods and services
2. Work with customers to find out what they want
3. Maintain customer care
4. Ensuring sales promotion
5. Giving customer satisfaction
6. Contributing to team work efforts in accomplishing organizational goals
7. Provide historical records on customer inquiries and sales

**Work experience**:

**Oriflamme beauty world as sales assistant**

**January 2016 – November 2016**

* Maintain a neat and presentable personality
* Selling beauty cosmetics
* Offering discounts to customers
* Updating customers with the different cosmetics on demand
* Ensuring customer satisfaction

**Computer Competencies:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Package** | **Nil** | **Basic** | **Good** | **Excellent** |
| Ms Word |  |  |  |  |
| Ms Excel |  |  |  |  |
| Ms Publisher |  |  |  |  |
| Ms Access |  |  |  |  |
| Ms Power point |  |  |  |  |
| Adobe Packages |  |  |  |  |

**Languages;**

|  |  |  |  |
| --- | --- | --- | --- |
| **Language** | **Speaking** | **Reading** | **Writing** |
| English | Excellent | Excellent | Very good |
| German | Fair | Very Good | Very good |
| Arabic | Fair | Poor | Poor |

**Hobbies:**

* Co-operation with other member of staff
* Making new friends
* Helping and participating in community based activities.
* Giving people a helping hand
* Learning new ideas.
* Listening to music
* Traveling and adventure

**Reference upon Request**

**Cover Letter**

I have a deep understanding and experience in working with people from different cultures as well as knowledge about marketing. I was formerly working as a sales assistant at oriflamme beauty World and MTN in which I gave an exceptional contribution to their success and increase of safe and stability in all my time of service.

Therefore I believe I can do a very good work with you if you offer me a job.