**NWAIWU**

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**SALES AND CUSTOMER SERVICE**

**Languages**: Fluent in **English**, two **native** languages and a bit of **Arabic.**

* **SUMMARY**

A reliable, trustworthy and conscientious sale person who is able to Multitask, handle pressure, work as part of a team and most importantly inspire Customers to make a purchase. With infectious enthusiasm and an inspirational style. **Available to start work immediately**.

* **OBJECTIVE**

**Currently looking for a suitable Sales Representative opportunity with a Company that will not only improve her professionally but also allow her showcase her distinguished skill in Sales and Customer Service to the growth of the company.**

* **HIGHLIGHTS**
* Strong interpersonal and communication skills.
* Knowledgeable in Microsoft office, Power Point, Internet Explorer, and Corel Draw.
* Organizational skills.
* Attention to details.
* Result oriented.
* Positive attitude.
* **SALES**
* Good numerical skills with the ability to manually calculate costs without error.
* Able to promote a store and its products through effective marketing activities.
* Experience of working in a commission based sales environment.
* Able to accurately describe a product’s feature and benefit to a customer.
* **EDUCATION**
* Bachelor’s Degree in Chemistry Education, University of Nigeria Nsukka (UNN), 2011.
* **WORK EXPERIENCE:**
* **ROSELLA FURNITURE LLC — UNITED ARAB EMIRATES, SHARJAH.**

**Sales Representative: *November 2015 – Till date.***

* Treating every client that walks into the showroom as my GUEST.
* Responsible for contributing to overall performance of the store by driving sales at every opportunity whilst at the same time making sure that every customer receives exceptional levels of service and enjoys His/her visit to the showroom.
* Responding to all clients’ inquiries regarding products prices and availability in a timely manner.
* Negotiating prices terms of sales and service agreements.
* Emphasizing product features based on analysis of clients’ needs.
* Writing sales contracts for orders obtained and filing orders for processing.
* Maintaining friendly and professional customer interactions at all times.
* Keeping detailed contact logs.
* **TOSLAW ENTERPRISE — NIGERIA, LAGOS.**

**Sales Executive: *September 2013 – July 2015.***

* Offered face to face advice to customers on the store’s products and to help customers find what they want.
* Kept detailed account records and contact logs.
* Followed up on every sale made to ensure clients’ satisfaction.
* Provided regular and accurate sales forecast updates to Senior Managers.
* Aimed at maximizing sales.
* **WINTERS BOUTIQUE — NIGERIA, LAGOS.**

**Sales Person: *February 2013 - August 2013***.

* Made sure that any item which is removed from a display column is replaced immediately after a sale.
* Took part in trade shows and other marketing events.
* Identified clients’ needs and helped them to solve them.
* Involved in developing sales and pricing strategies.

**VISA STATUS: WORK VISA**

**NATIONALITY: NIGERIAN**

**MARITAL STATUS: SINGLE**

**REFRENCES:** Available on request.