## **C:\Users\joy.MEPO\Desktop\016.jpgDdumba**

**Ddumba.341911@2freemail.com**

**6 YEARS EXPERIENCE AS A SALES EXECUTIVE**

**Personal Details

Name :**  Ddumba

**Date** **of Birth :**  22- 04-1985

**Nationality :**  Ugandan

**Gander :**  Male

**Marital Status :** Single

**Career Objective**

I am a highly Self-motivated, vigilant, honest Sales executive with ability to meet or exceed targets.

**Academic Qualifications**

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| --- | --- | --- |
| **COURSE** | **YEAR** | **UNIVERSITY/ COLLEGE** |
| **Uganda Advanced Certificate of Education (UACE)** | 2008 | Bulo Secondary School |
| **Uganda Certificate of Education (UCE)** | 2004 | Nateete Muslim.  |

**Working Experience**

**Company Position Date**

**Edge Technologies IT Sales executive 11th October 2010 -14th May 2014
*Kampala, Uganda***

**Responsibilities held**

* Welcoming and greeting old and new customers.
* Guiding customers on what computers, peripherals and accessories they want to purchase and giving them the right specifications
* Keeping the sales shop tidy and organized.
* Assisting customers who don’t know what to buy exactly when they come in the shop
* Providing proper packaging for customers
* Convincing customers to buy computers, laptops, iPad, smart phones, firewalls, cables, networking devices like routers, Wi-Fi Access points.
* Issuing of brochures to would be customers.
* Thanking customers for buying from our company
* Assisting the Store Keeper by receiving and issuing materials into and out of the store
* Record keeping and balancing of books for closing and opening stock.

**Working Experience**

**Company Position Date**

**Shoprite Sales executive 15th June 2014- 22nd December 2016
*Kampala, Uganda***

**Responsibilities held**

* Organizing the products in their shelves very well.
* Wiping dust off the products and keeping them safe from water and direct sunshine
* Welcoming new customers with pleasure and humor.
* Guiding customers on products, they want to purchase and giving them the right specifications
* Keeping the sales enterprise area tidy and organized.
* Assisting customers who don’t know what to buy exactly when they come in our sales shop
* Providing proper packaging for customers.
* Convincing customers to buy products such as, electrical gargets, house hold items like kitchen ware, hardware products, foods and beverages, clothing and shoes
* Issuing of brochures to would be new customers.
* Thanking customers for buying from our company
* Assisting the Store Keeper by receiving and issuing materials into and out of the store
* Record keeping and balancing of books for closing and opening stock.

**Key Competence and professional Skills**

* Excellent communication skills and report writing.
* Exceptional organizational and coordination abilities.
* Knowledge of business practices and accountancy.
* Ability to work in a team.
* Hardworking and trustworthy.

## **Hobbies and interests**

* Sports like; Playing football
* Athletics.
* Swimming

## **REFERENCES -** Available on request.

## **Assertion**

## I assert that the information I have given above is true and true to the best of my knowledge.