**CURRICULUM VITAE**



**PERSONAL PROFILE**

**NAME : EVALLA**

**SEX :** FEMALE

MARRITAL STATUS : SINGLE

HEIGHT : 1.54

**NATIONALITY :** CAMEROONIAN

**CONTACT NUMBER :** +971505891826

**EMAIL**  : evalla.343494@2freemail.com

POSITION: SALES EXECUTIVE

**OBJECTIVES:**

A determined and hardworking potential **Sales Executive** who looks forward to work in a business oriented environment where my talents and skills can contribute in improving the company goals, facilitate customer services and to create a warm and welcoming atmosphere for all guests, and also improve immensely on career growth where I can be able to achieve competitive advantage and my competency measured

**KNOWLEDGE AND ABILITIES**

* Able to easily build a rapport with customers
* Occupational safety and security
* Good people skills and able to work as part of a team
* Having knowledge of promotions and sales, payment and exchange policies
* Profound ability to ensure that the highest standards of customer satisfaction is attained
* Communicate fluently in **English and French** as they are my official languages
* Public safety and Security

**WORK EXPERIENCE**

**Njie Forbi Shopping Center Buea Cameroon June 2013 - October 2014**

* Receiving visitors and contractors in a polite, warm and professional manner
* Checking appointment of visitors and contractors before granting them access into the building
* Checking permit to work of contractors and subcontractors before allowing them to work in the building especially before carrying out hot work such as welding and electrical work
* Handling disputes and solves problems amongst people in an assertive and flexible manner
* Checking and identification of hazards in the building and report to the supervisor for preventive measures to be taken.

**Customer Services, December 2013 – Present**

**Senior sales assistant**

* Deals with orders and customers enquiries and answer all incoming calls
* Provide useful information to customers
* Enter information about new customers onto the database and retrieving membership details of others.
* Assist the sales men and sales lady in times of overcrowding.
* Resolve customer queries and complaints using problem solving skills while liaising with other team members.
* Demonstrate good product knowledge to customers on key promotion offers.
* Passion for exceptional customer services

**EDUCATION**

Bachelor of Science Degree in Accountancy, 2014

University of Buea, Southwest Region of Cameroon

Higher National Diploma, National Polytechnic Bamenda, North West Region of Cameroon 2012

High School Diploma, Economics, Geography and Maths, Progressive Comprehensive High School, Bamenda, North West Region of Cameroon . 2010

Secondary School Diploma 2007

**LANGUAGE**

English – Excellent

French – Very good

Spanish -- Fair

**INTEREST**:

Football, singing, language, public speaking, reading, fitness.

**AFFILIATIONS AWARD**

**Climate Change Conference Award, July 2012**

**REF: Available on request**