

Contact HR Consultant for CV No: 344350

E-mail: response@gulfjobseekers.com

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

**CAREER OBJECTIVE**:

**To build a career in growing organization, where I can get the opportunities to prove my abilities by accepting challenge, fulfilling the organization goal and climb the career ladder through continuous learning and commitment. I am a self motivated person who likes to work hard and achieve good results. I enjoy learning new things and I am always keen to learn new skills and experience.**

**APPLYING FOR:**

**Sales Associate**

**Expected Salary**

 **1500-2000AED**

**EDUCATION:**

**Umelu Secondary School Benin City Nigeria**

**Queen Ede Secondary School Benin City Nigeria**

**Ambrose Alli University EKPOMA (Business Administration)**

**Year : 2001 – 2003**

**WORK EXPERIENCE**:

**Receptionist (January 2014 – December 2016)**

**Julius Berger Construction, Real Estate Development Company**

Shettima Mungono Cresent Abuja, Nigeria

**Duties & Responsibilities**

* **answer telephone, screen and direct calls**
* **take and relay messages**
* **provide information to callers**
* **greet persons entering organization**
* **direct persons to correct destination**
* **deal with queries from the public and customers**
* **ensure knowledge of staff movements in and out of organization**
* **monitor visitor access and maintain security awareness**
* **provide general administrative and clerical support**
* **prepare correspondence and documents**
* **receive and sort mail and deliveries**
* **schedule appointments**
* **maintain appointment diary either manually or electronically**
* **organize conference and meeting room bookings**
* **co-ordinate meetings and organize catering**
* **monitor and maintain office equipment**
* **control inventory relevant to reception area**
* **tidy and maintain the reception area**

**Sales Representative (April 2004 – March 2007)**

**Roma Solutions Limited (Roma Marketing)**

**Nairobi, kenya**

**Main Duties:**

* **Daily Marketing and Sourcing of new clients.**
* **Follow up and management of clients throughout a transaction.**
* **Taking clients through products profile.**
* **Preparation of daily and weekly marketing reports.**
* **Create and maintain client relationship.**

**Perform any other related duties and special projects as assigned by the Manager**

**Artist (rapper, songwriter) for 5 years**  (2007 – 2012)

Waitress (February 2012-March 2014)

Sheraton Abuja Hotel

Ladi Kwali Way, Abuja 021189, Nigeria

**Main Duties:**

* Providing excellent customer services that promote satisfaction
* Greeting customers and presenting menu
* Making recommendations or sharing additional information upon request
* Take and serve food/drinks orders and up-sell any additional products
* Arrange table settings and maintain tables clean and tidy
* Check products for quality and correct any problems that keep them from enjoying their meal/drink
* Deliver checks and collect payments
* Cooperate with all serving and kitchen staff
* Follow all relevant health department rules/regulations and all customer service guidelines

SKILLS:

• Computer Literate: Ms Word, Ms Powerpoint

• Knowledge on Sales

• Ability to Work Under Pressure

• Decision Making

• Time Management

• Self Motivation

• Leadership

• Adaptability

• Honesty

**Reference to be furnished upon request**