**SARAH**

**SARAH.345120@2freemail.com**

**CAREER FOCUS:**

Well qualified sales professional adaptive to changing market conditions. Demonstrated ability to provide leadership to an organization with a focus on revenue and product longevity. Creative sales representative with broad-based background in highly competitive and dynamic organizations. Recognized as a decisive leader and excellent team player.

**OBJECTIVE:**

To utilize all skills I have acquired during the course of my study and professional work experience to add value to your firm subsequently rising through the ranks in the firm.

**SUMMARY OF SKILLS:**

* A good communicator
* Able to get on well with people
* Friendly, polite and helpful
* Reliable, responsible and fast learner
* Result oriented and innovative

**EXPERIENCE:**

**ANTA Sportswear – Apparel Group**

Arabian Centre, Dubai U.A.E

July 16th – 19th February 2017

Position: Sales Associate

**RESPOSIBILITIES:**

* Greet customers and welcome them to the store.
* Ensure all customers receive outstanding service
* Maintain awareness of all promotions and advertisements.
* Execute the daily operational, day-to-day goals and priorities assigned by store management.
* Assist in the training and development of peers.
* Uphold merchandising and store cleanliness standards.

**ANTA Sportswear – Regal Retail General Trading LLC**

Arabian Centre, Dubai U.A.E

May 2nd 2015 – July 15th 2016

Position: Sales Associate

**RESPONSIBILITIES:**

* Welcome and greet customers.
* Ensuring high levels of customer satisfaction through excellent sales service.
* Maintain outstanding store condition and visual merchandising standards.
* Recommend and display items that match customer needs.
* Handling customer transactions.
* Explain to customers the features and benefits of a product.
* Working within established guidelines, particularly with brands.
* Performing banking and cash-handling functions securely.
* Receiving, checking, and displaying inventory.

**Deacons, Thika Road Mall (Nairobi Kenya)**

**Jan 2013 to March 2015**

Position: Senior Sales Associate

**RESPONSIBILITIES:**

* Makes customers the first priority, actively seeking out customers, greets all customers, offer assistance.
* Demonstrates a high level of product knowledge, services and procedures in assigned area and nearby departments.
* Seeks to fully understand the customers’ needs, provides customer with the best solution.
* Promotes products and services using Greet-Qualify-Recommend-Close, resolves customers’ concerns; executes “Good, Better, Best” strategy
* Ensure my assigned department fully packed down and in stock at all times; labeled and striped properly.
* Follows safety policies and procedures, identifying and correcting safety hazards, reports violations, and encourages others to work safely.
* Works effectively with others, resolves conflict, listens well, and shares knowledge with others
* Takes an active role in growing skills, abilities, and product knowledge, and seeks further understanding of all aspects of the business
* Treats all associates with respect, is considerate of others’ viewpoints, and accepts change
* Follows company policy regarding work schedules, arrives on time, makes good use of time while at work, and completes tasks and assignments in a timely manner.

**Mr. Price, Capital Centre Mall (Nairobi, Kenya)**

**Feb2012 to Nov 2012**

Position: Sales Associate

**RESPONSIBILITIES:**

* Displaying items
* Serving customers
* Dealing with any queries or complaints
* Advising customers on their purchases
* Ordering, managing and taking out stock
* Helping with promotions
* Making sure sales targets are met

**EDUCATION:**

June 2009 to Dec 2011 Kenyatta University

Diploma in Procurement

Jan 2008 to Dec 2008: Nairobi University

Diploma in Computer Applications.

Feb 2003 to Nov 2007: Mumbi Girls High School:

Kenya Certificate of Secondary Education (KCSE)

**PERSONAL INFORMATION:**

**Nationality: Kenyan**

**Date of Birth: 1st May 1989**

**Gender: Female**

**Civil status: Single**

**Visa Status: Employment visa**

**Availability: Immediate**