

**CURRICULUM VITAE**

**NAME :**  **MWAMBO**

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**SEX :** FEMALE

DATE OF BIRTH : 18/06/1991

**POSITION: SALES REPRESENTATIVE**

**Objective:**

I am currently exploring the possibility of obtaining a career with a well-established organization, in a challenging environment, providing opportunities for growth and advancement, where I can utilize my experience and skills toward becoming a valuable team member.

**Knowledge, Skills and Ability**

• Excellent communication in English and French  
• Excellent attention to detail and analysis skills  
• Strong working ethic  
• A good team player with an international mind-set  
• Excellent organization, time management and problem-solving skills

**PROFFESSIONAL EXPERIENCE:**

**• SALES REPRESENTATIVE – FAKO TRANSPORT AND SHIPPING COMPANY LIMITED, CAMEROON**

**(October 2012 – December 2016).**

**RESPONSIBILITIES:**

* Listening to customer requirements and presenting appropriately to make a sale
* Maintaining and developing relationships with existing customers in person and via telephone calls and emails.
* Achieving sales targets
* Implementing and ensuring a smooth roll out of new customer contracts.
* Generating additional business from existing customers.
* Responding promptly to customer enquiries.
* Handling and resolving customer complaints.
* Responding to incoming email and phone enquiries.
* Gathering market and customer information.
* Representing company at trade exhibitions, events and demonstrations.
* Challenging any objections with a view to getting the customer to buy.
* Advising on forthcoming services developments and discussing special promotions.
* Reviewing sales performance, aiming to meet or exceed targets.
* Making accurate, rapid cost calculations and providing customers with quotations.
* Feeding future buying trends back to employers.

**PERSONAL ATTRIBUTES AND ORGANIZATIONAL SKILLS**

* Ability to work under pressure
* Excellence interpersonal communication skill
* Team player and Integrity
* Ownership approach to duties and assignments
* Proper book keeping/records
* Personal hygiene
* Treat my customers with care in accordance to professional ethics, Good attitude, Always willing to learn and adapt very fast , Can conveniently work with people from multicultural backgrounds.

**COMPUTER SKILLS:**

* Knowledge of Computer and Internet Browsing, MS Word Processing

**EDUCATIONAL BACKGROUND**

2011 – 2014 : Bachelor’s Degree in Journalism and Mass Communication

2009 – 2011 : Advanced Level GCE Cameroon

2003 – 2009 : Ordinary Level GCE Cameroon

**ADDITIONAL SKILLS AND ABILITIES**

* Solid communication and time management skills.
* Flexible, with a positive attitude and willingness to collaborate with others.
* Ability to perform physically demanding work.
* MS Word and Excel.

**LANGUAGE SKILL**

* English : Native
* French : Good (Spoken and Written).

**HOBBIES**

Reading, Travelling, housekeeping, music, sports

**REFERENCES:**

Available on request