NGO

Ngo.359410@2freemail.com

**Age:** 26

**Gender** : Female

**Nationality**: Cameroonian

**Years of Experience**: 5

**Religion**: Christianity

**Expect Salary**:

**Marital Status:** Single

**Visa Status:**

**Location:** Dubai

**Available to work immediately**

**SALES EXECUTIVE**

**PERSONAL STATEMENT**

A reliable, trustworthy and conscious sale executive, who is able to multi-task, handle pressure, work as part of a team and most importantly inspire customers to make a purchase. With infectious enthusiasm and an inspirational style, I have used my extensive experience of the retail industry to develop superb organizational problem-solving and sales skills. I am an exceptional person who can explore new territories and push existing limits in the search for sales. Now looking forward to make a significant contribution in an ambitious and exciting company, which offers a genuine opportunity for progression, where I can utilize my skills and experience to give a satisfactory service by exceeding customers’ expectations while maintaining target achievements.

**AREAS OF EXPERTISE**

**RETAIL:**

* Able to help customers find what they want.
* Fully aware of Security issues concerning stocks in relation to shop lifting, leakage and theft.
* Experienced by working in a commission based sales environment.
* Able to maintain high standards of display & Visual merchandising to ensure the store is well presented.
* Ready and able to work individually or within a team environment.
* Good with numbers and able to use modern computerized equipment and specialized retailing software.

**SALES:**

* Good numerical skill with the ability to manually calculate cost without error.
* Able to promote a store and its products through effective marketing activities like leafleting
* Able to accurately describe products features and its benefits to a customer.

**PERSONAL:**

* Giving and ‘Extraordinary Experience that Feeds the Soul and makes the Day Better’
* Willing to work on shift bases including evenings and weekends.
* Always smartly dressed, articulate and presentable.
* Ability to take ownership of issues and to work alone with little or no supervision.
* Extremely organized with a high level of attention to detail.
* Ability to respond to timeframes and deadlines with pace.
* Ability to convince customers using words and demonstration required
* Expert sales online

**CAREER HISTORY**

**AUGUST. 2014 TILL NOW: TIA FASHION L.L.C (Phone: 043275000 P.O BOX: 116822): SALES Assistant in three shop of the same company**

**Responsibilities:**

* Resolve customers’ complaints.
* Answer customers’ question and provide information on procedures or policies
* Compute and record all transactions
* Selling jewelry
* maintenance shop and storage of goods for sale
* sales online

**JANUARY 2012- MARCH 2014: Black and White Diamond Yaoundé CAMEROON as a Cahier/Sales Executive (Team Leader)**

**DUTIES:**

* Welcome guest with a smile from entry in the establishment
* Sales of electronics product first need
* Sales jewelery
* Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
* Settling internal dues and handling petty cash
* Receive payments by cash, credit card, vouchers or automatic debits.
* Issue receipts, refunds, credits, or change due customers.
* Identify prices of goods, services or admission, and tabulate bills using calculators, cash registers or optical price scanners.

Resolve customers’ complaints.

* Answer customers’ question and provide information on procedures or policies
* Compute and record all transactions
* Farewell the guests and express desire for business continuation.
* Thanks the guest for choosing our shop, and inviting them to come back next time.

**CITY SPORT DOUALA - CAMEROON**

**September 2008 - September 2012: Sales Associate**

Responsible for contributing and the overall performance of the store by driving sales at every opportunity at the same time ensure every customers receives exceptional levels of service and enjoys his/her visit to the store.

**DUTIES:**

* Making contacts and developing relationship with guests.
* Management of Stock and inventory to prevent loss
* Visual Merchandised some family of products on the store floor
* Professional consultative approach to customer
* Up-selling, link-selling and cross-selling
* Driving sales to meet store target KPI
* Till operations and Cash handling
* Tag prices on goods appropriately
* Taking payment

**PERSONAL SKILLS**

* Self-confidence and polite
* Product knowledge
* Committed
* Discipline
* Multitasking
* Very passionate
* Honest and Enthusiastic

**ACADEMIC QUALIFICATION**

**2009- 2011**: **Bachelor of Science Degree in Biochemistry.**

 **University of Yaoundé1**

**LANGUAGE PROFICIENCY**

***English & French (Read, write and Speak fluently)***

**PERSONAL INTERESTS**

***Football | Traveling | Reading | Shopping***