**CURRICULUM VITAE**

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**CAREER** **OBJECTIVE**

I am a highly motivated, creative and versatile individual. My objective is to solve problems in an objective and creative manner in a challenging environment with an opportunity for professional challenges.

**WORK EXPERIENCE**

**2011 November – 2017 January**  **Summit Distributors** Nairobi**–** Merchandiser Assistant

* Deciding how goods should be displayed to maximize customer interest and sales.
* Assisting visual merchandisers to plan store layouts to promote key lines.
* Accurately stocking and rotating products onto shelves from backroom inventories.
* Building up and maintaining product displays.
* Ensuring that enough merchandise is in stores at the right time in the season i.e. Christmas or Easter.
* Maintaining products on Store racks, shelves and displays.
* Rotating products from the back stock to shelf and display locations.
* Identifying replenishment needs.
* Completing all paperwork and necessary documentation.
* Spinning labels and straightening package graphics.
* Performing other miscellaneous duties as assigned.
* Negotiating prices, quantities and delivery time-scales with suppliers.
* Removing any dented, dirty, damaged, or out of code products from display.
* Sorting and distributing merchandise to various locations throughout the store.
* Carrying out market research on how well displayed products are selling.
* Travelling to multiple store locations.

**2009 January – 2011 January**

  **Nakumatt Holdings**,Nairobi**– Sales Assistant**

* Placing orders for products and following up on delivery
* Operating the tills and overseeing the self-service check-out areas.
* Working with fellow staff to keep the store clean and tidy.
* Ensuring the shelves are well stocked and that items are always attractively displayed
* Conduct in store sales promotion.
* Collaborating with management in establishing and recommending the most realistic sales goals for the company
* Managing sales activities on major accounts and negotiating sales price and discounts in consultation with the Sales Manager
* Tracking progress of sales roles throughout the company by the directive of the Sales Manager.
* Assisting in the formulation of all sales policies, practices and procedures.
* Assisting sales personnel in establishing personal contacts and good rapport with key decision makers
* Collaborating with the Sales Manager to help establish and control budgets for trade show expenses.

**SKILLS**

* Excellent personality, leadership, communication skills and a person of integrity
* Able to work under minimal supervision to achieve organizational goals
* Able to work as a team and as an individual
* An outgoing personality, self motivated and flexible to realize set targets and meet tight deadlines.
* Computer Skills Proficient (Ms word, Excel, PowerPoint, Internet).

**EDUCATION QUALIFICATIONS**

**2008 January –2010 November :Diploma in Sales & Marketing**

 Nairobi Institute of Business Studies

**2012 January -2015 November :Diploma in information Communication Technology**

Nairobi institute of Business Studies

**2004-2007: Muruka secondary** school – Kenya Certificate of secondary Education.

**1994-2004: Karama-ini** primary school class –Kenya Certificate of Primary Education.

**INTERESTS**

          Socializing and Networking.

          Reading and listening to music.

**REFERENCES**

          **Available upon request**