**** C U R R I C U L U M V I T A E  
 MEKREZ [MEKREZ.362708@2freemail.com](mailto:MEKREZ.362708@2freemail.com)

Position Desired

Data In charge and Receptionist

OBJECTIVE   
A highly motivated individual with a strong entrepreneurial and interpersonal skill, attention to detail problem skills in addition with a keen knowledge of fashion( Denim) retail sales and customer service background looking forward to obtain a position of saleswoman and customer service.

PROFILE  
  
♦ Enthusiastic, self-motivated and understanding  
♦ Excellent customer service skills and multi-tasking  
♦ Excellent interpersonal and communication skills, Creative, patient and persuasive  
♦ Leadership and entrepreneurial skills  
♦ Makes rapport to create loyal and satisfied customers.

Additional Skills and Abilities  
 • Flexible, with a positive attitude and willingness to collaborate with others  
PERSONALINFORMATION   
Date of Birth: July, 02, 1988  
Nationality: Ethiopian  
Gender: Female  
Marital Status: Single  
Visa Status: Visit Visa

Language : English ( fluent), Amharic ( Native)

PROFESSIONAL EXPERIENCE

* Logistics (Oct2015 –Apr 2017)Kanori Africa Textiles PLC, Debre zeit, Ethiopia.
* Maintain stock reports, process documentation, customer service or safety records.
* Supervise the work of logistics specialist, planners or scheduler
* Doing commercial Invoice, packing list, check goods off with customer & obtain signature
* Negotiate transportation rates or service
* Resolve problems concerning transportation, logistics system, important and export I customer issues
* Supervise the loading of the vehicle so that products are safely loaded & secure to minimize damage.
* Receptionist( June2012-Sep2014)- Pyramid Resort and Spa, Debre zeit, Ethiopia   
  · Welcoming and greeting customers  
  · Answer their inquiries about the company or the store in general  
  · Maintain proper and quality customer service  
  · Provide enjoyable experience to the customer  
  · Answering phone calls and messages   
  · Greeting customers as they enter the store and check out at the register.  
  · Responsible for assisting customers   
  · Ensuring that costumers full, complete and proper information  
  · Any other tasks as assigned from time to time by the manager.
* **Data entry (Aug2010-May2012)- Inova plastic factory, Debre zeit, Ethiopia**
* Inputting customer and account data from source document within time limits
* Compiling, verifying accuracy and sorting information to prepare source data for computer entry
* Reviewing data for deficiencies or error, correcting any incompatibilities and checking output
* keep information confidential
* scan document and print files when needed
* Generate reports, store completed work in designated and perform back up operations

EDUCATION / COURSES   
- Bachelor degree in statistic  
- Maters degree In Leadership and Management  
- Computer Application and Internet Browsing( Ms-office, Tally ERP, etc.)  
- Operating sales machine

-Diplomat IT

* HOBBIES  
  -Cooking , Fashion, Watching reality TV show and Reading Books
* ***Reference can be provided up on request***

I hereby declare that the information furnished above is true and correct to the best of my knowledge.