***CURRICULUMN VITAE***

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| AREAS OF EXPERTISE   * *Travel industry knowledge* * *Excellent filing skills* * *Selling techniques* * *Product knowledge* * *Online reservations* * *Marketing* * *Customer service* | **PERSONAL SUMMARY**  A well presented and confident individual with a proven ability to provide  exceptional service and ensure that guests and business partners leave with a  lasting positive impression of the organisation. Having an outgoing personality,  good interpersonal skills and the ability to work in a multi-national team  Environment with confidence and minimal supervision. Comfortable working in  a fast paced environment and able to build and maintain good relationships with  work colleagues and company business partners through genuine desire to  understand them.  **OBJECTIVE**  Seeking for a place where I can grow employment in an organisation so as to experience different cultures, to broaden my perceptionn of the World and all its wonders.  My bubbling personality, combined with my gained knowledge and experience, allows my exceptional talents of adapting to new and different environments.  With my quick hands on learning ability, which cuts my training time, with  my excellent communication and interpersonal skills, I believe I can adhere to  any and achieve success in any corporation that I may be assigned to. |
| PERSONAL SKILLS   * *Excellent telephone manners and skills* * *Good clientele interaction skills* * *Good reception skills* * *Self assured* * *willing to learn from others, a dependable team player and striving for success at all times.* * *Computer Literate*   INTERESTS   * *Socializing* * *Reading* * *Travelling*   KEY SKILLS &COMPETENCIES   * *Strong travel coordination skills.* * *Experience of marketing local and foreign destinations.*   **PERSONAL DETAILS**    Date of Birth 11 February 1988  Sex Male  Nationality Zimbabwean  Visa Type: Visit Visa | **WORK EXPERIENCE**  **NOVEMBER 2015 TO DECEMBER 2016**  **POSITION : ART ASSOCIATE(SALES PERSONEL)**  **PARKWEST ART AUCTION**  **UNITED STATES OF AMERICA**    **DUTIES AND RESPONSIBILITIES**   * Greeting and serving customers from the moment they enter the Shop * Making reservations for clients who want to view art works as well as confirming booking through telephone or email. * Emailing clients notifying them on the specials available. * Marketing the products as effective as possible so as to achieve daily targets. * Advice clients and answering any queries they have * Handle payments * Creating data base for new and regular customers * Restocking art works when they are selling out * Evaluating teams performance * Working closely with managers in other departments on updating policies and procedures for client service * Assisting in deliveries when it’s time for stock to be replenished or if new products are coming in, * Taking products off a supplier’s truck and arranging the delivery in the first place. * Handling customer complaints and queries * Giving quotations   **MAY 2013 TO SEPTEMBER 2015**  **POSITION : SALES CONSULTANT**  **THE WATCH SHOP**  **EASTGATE JOHANESBURG**  **SOUTH AFRICA**  **DUTIES AND RESPONSIBILITIES**   * Contact potential or existing customers to inform them about a product or service using scripts * Solicit orders for goods and services over the phone * Deliver script sales pitch to the customers * Provide pricing details * Input order details to the computer * Marketing the products through advertising * Answer questions about products or the company * Ask questions to understand customer requirements and close sales * Direct prospects to the field sales team when needed * Enter and update customer information in the database * Take and process orders in an accurate manner * Handle grievances to preserve the company’s reputation * Go the “extra mile” to meet sales quota and facilitate future sales * Keep records of calls and sales and note useful information |
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