**CURRICULUM VITAE**

**PERSONAL DATA**

**NAME : SALAM**

**SALAM.366637@2freemail.com**

**APPLYING FOR SALES POSITION**

* **OBJECTIVES**: Seeking a position that will benefit from my Sales experience, positive interaction skills and industry contacts where my six years’ experience can improve the sales results, am multi-skilled, hardworking and efficient sales operative staff with a proven track record of ensuring the smooth functioning of the sales business

**DUTIES OF SALES POSITION**

• Welcome customers with a smile as they enter into premises
• Proactively ask customer how they can be assisted
• Provide customers with product information that they need
• Escort customers to the correct aisles
• Explain product features and warranty agreements
• Demonstrate the working of a product when required
• Provide information on daily deals and promotions
• Ensure that all products are well stocked and are easy to reach
• Assist customers by taking down products that may not be easy to reach
• Provide information regarding each product and any discount offers associated with it
• Make sure that work area and aisles are clean and shelves are dusted properly
• Respond to customers’ requests and concerns in a resourceful manner
• Handle cashier duties by taking cash or credit cards in exchange of goods sold
• Manage product returns and exchanges
• Ensure that all purchased items are delivered to the customers in a prompt manner
• Discourage shoplifting activities by constantly keeping a vigilant eye
• Arrange products on shelves in a tidy manner
• Order out of stock items in a timely manner

**EDUCATIONAL QUALIFICATIONS WITH DATES:**

* **NURSERY AND PRIMARY**
* glory international nursery and primary school {1998—2003}}
* **JUNIOR AND SENIOR**
* Lagos state model college kankon jnr & snr school {2003—2008}
* **COLLEGE KWARA STATE POLYTHENIC**
* National diploma public Addministrator {2012—2015}

**WORK EXPERIENCE:**

* **HICHIZ RESOURCES LIMITED /cosmectic and provision [NIGERIA}**

Company address >>shop B26 imo plaza tradefair complex lagos nigeria

(2010 --2015)==five years experience

* **AL QASR AL REHEB TECH CONT, {U.A.E}**

Company address. .SHARJAH BUTINA AREA

POSITION; building cleaning surpervisor {2015—2017)>>>two years experience

**HOBBIES/INTERESTS:**

* Making new friends, reading and watching football

**PERSONAL SKILLS:**

* Excellent customer service skills
* Excellent communication skills
* Presentable personal
* Ability to work in shifts
* Internet knowledge M.S office