CURRICULUM VITAE

SARAH
Visa Status: Visit visa

Nationality Ugandan

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Y.O.B: 1988

Career Objective:

I o establish and maintain an excellent track record of effective merchandise presentation, prompt and courteous customer care, persuasive selling skills and accurate transactions.

STRENGTHS:

KEY SKILLS

Outstanding ability to be focused for long periods of time

In-depth knowledge in evaluation, collection and interpretation

Skilled in planning, organizing, monitoring, report development and presentation

Familiarity with office equipment, telephones, copy machines, and fax machines

Ability to communicate effectively in English both verbally and in writing.

Strong communication skills, problem solving, decision making, and interpersonal skills

Quick study

Ability to work in a fast-paced en\ ironmcnt Ability to cross-sell

PROF ESS I ONAL EXPERIENCE

Company : SMILE CITY TECHNICAL SERVICES, Dubai, LAE

Designation : OFFICE GIRL NOV 2016 TO .ILL 2017

Duties

s Clean the office at the start and the end of the day . s Keep and maintain the cleanliness of kitchen pantry and the toilet.

^ Ensure the availability of all office, kitchen and toilet supplies at all times (i.e. bond papers, soap, air freshener, tissue, coffee, lea. sugar, etc). s Prepare the drinks of the management team and guests.

^ Scanning. Fax. Document Filing.

■S Doing errands for the management and staff, etc.

S Visit exhibitions if required.

Visit Banks within walking distance from the office for deposits or w ithdrawals.

Com pain : L\ 1A OWORI I-''ASH ION'S, Kampala, I ganda

Designation : SALES ASSOCIATE NOV 2015 TO SEP 2016

Duties

^ Process POS (point of sale) purchases

^ Ensure high levels of customer satisfaction through excellent sales service s Assess customers needs and provide assistance and information on product features ^ Welcome customers to the store and answer their queries

* Follow and achieve department's sales goals on a monthly, quarterly and yearly basis / "Go the extra mile" to drive sales
* Maintain in-stock and presentable condition assigned areas

^ Remain know ledgeable on products offered and discuss available options ■s Cross sell products ^ Handle returns of merchandise

^ Team up with co-workers to ensure proper customer service ^ Comply with inventory control procedures

■/ Suggest wavs to improve sales (e.g. planning marketing activities, changing the store" design)

■/ Build productive trust relationships with customers

Company : MTN LG AN DA, Kampala, Uganda Designation : PROMOTER, DEC, 2014 TO NOV 2015 Duties

s Distribute product samples, brochures, flyers etc. to source new sales opportunities ^ Demonstrate and pro\ ide information on promoted products/services / Report on demonstration related information (interest level, questions asked, number of samples/flyers distributed etc)

^ Use lectures, films, charts, and/or slide shows

* Identify interest and understand customer needs and requirements ^ Set up booths or promotional stands and stock products

^ Create a positive image and lead consumers to use it

E D U C AT I ON B AC KG ROI. i N I):

1. SIRA/DPS CERTIFICATE (JUL 2017)
2. DIPLOMA IN COMPREHENSIVE NURSING (2011 - 2014)
3. CERTIFICATE IN COMPREHENSIVE NURSING (2007 - 2010)

Other Skills:

1. Customer Service. Teamwork. Conflict resolution. Fast learner HOBBIES:

Visiting friends, meeting new people. Travelling REFEREES: Available on Request