ADELAIDE

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# OBJECTIVE

A sales / Customer Service position

# PROFESSIONAL PROFILE

* Motivated and self-driven professional with 3 years of sales.
* Hardworking and dedicated individual who has the ability to work with people from all walks of life and level of seniority.
* Known for the ability to build relationships and educate customers, resulting in customer satisfaction, retention, and increased sales.
* Contribute immensely towards organizational objectives through continuous creativity and innovativeness for the achievement of excellent service.
* Enjoy helping people through consultative sales.

## Relevant Skills And Accomplishments

Family Management, Ghana, Koforidua

Customer Service Associate, KTU Cafeteria, Ghana

**experience**

Designation: Retail Sales Representative/ Customer Service

Organization: KTU Cafeteria, Ghana

Major Responsibilities: Ensuring customers are satisfied with their product or service, selling products, assisting customers to find the product they would like to purchase, providing accurate information (such as product features, pricing and after sales services).

Duration: From October 2014 to February 2017

## Sales

* Consistently exceeded expectations in my day to day activities.
* Customers was always dealt with courtesy and respect, and left the shop with a smile on their faces.
* Built a loyal customer base by using a consultative sales approach.

## customer service

* Following up to ensure that customer issues are properly resolved.
* Helped customers providing the product and service information.
* Remained courteous and calm at all times, even during moments of intense customer displeasure.

## personal skills

* Obey rules and regulations.
* Tolerate and respect the views of others.
* Good in analysis and in record keeping.
* Flexible and adaptable to changes
* High Energy levels.
* Courageous.

## education

KOFORIDUA TECHNICAL UNIVERSITY

* Higher National Diploma in Environmental Management and Technology, May 2017.