**EMMANUEL**

**Email:** **Emmanuel.374005@2freemail.com**

**Dubai - U.A.E**

**CAREER OBJECTIVE:**
An experienced customer focused individual working towards customer satisfaction and upholding the company image as well as being able to contribute to the attainment of the company goals and objectives.

Looking for sales and any other offer that can commensurate my experience.

**EXPERIENCE:**
**SHOPRITE INTERNATIONAL LTD LAGOS**

Jan 2013 – Dec 2015

**Sales Executive**

Was responsible for effectively and proactively managing the shopping center, to ensure that customers enjoy their shopping experience and that accurate and prompt deliveries were made to both internal and external customers

***Duties*:**
• Responsible for being the face of the company and making sure customers

enjoy their shopping experience.

• Remain knowledgeable on products offered and discuss available options.
• Performing clerical and administrative duties to support the sales manager.
• Made sure that all customer orders are correctly taken
• Maintaining accurate records and presenting them to management
• Demonstrating and presenting products to customers
• Received goods deliveries and arranged for them to be logged and then stored for distribution later on
• Achieving sales targets set by the company and sales manager

• Resolved all customer invoice queries

**OSHIMILI DISTRICT LOCAL GOVERNMENT; *PROCUREMENT OFFICER Jan 2009-Dec 2010***

(INTERNSHIP)

* Determine if inventory quantities are sufficient for needs, ordering more materials when necessary.
* Respond to customer and supplier inquiries about order status, changes, or cancellations.
* Contact suppliers in order to schedule or expedite deliveries and to resolve shortages, missed or late deliveries, and other problems.
* Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers.
* Maintain knowledge of all organizational and governmental rules affecting purchases, and provide information about these rules to organization staff members and to vendors.

**SPECIAL SKILLS AND ABILITIES**:
• Proficiency in all areas of Microsoft Office
• Ability to manage own time and prioritize workload
• Fluency in the English language, both written and spoken
• High level of integrity

• Analytical and conceptual thinking

• Strong presentation skills

• Willing to learn

**PERSONAL DETAIL**

* Gender : Male
* Date of Birth : 04-02-1989
* Relationship status : Single
* Nationality : Nigerian
* Visa Status : Tourist Visa ( Long Term)
* Language : English

**ACADEMIC QUALIFICATIONS**

* NATIONAL OPEN UNIVERSITY OF NIGERIA. Bsc ( Criminology and Security Studies )

**DECLARATION:**

 I certify that the above information is true and correct to the best of my knowledge and ability. If you give me a chance to serve you, I assure you that I will execute my duties for the total satisfaction of my superiors.