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| **CONTACT DETAILS**  **E-mail:**  [Lovelyne.374530@2freemail.com](mailto:Lovelyne.374530@2freemail.com)  **PERSONAL**  **INFORMATION**  First Name:  Lovelyne  Nationality:  Cameroonian  Marital Status:  Single  Languages:  -English  -French | **CURRICULUM VITAE**  **SALES EXECUTIVE**  To seek a challenging position with a prestigious company to further enhance and utilize my knowledge, skills and experience in an environment advantageous to achievement and personal growth.  **WORK EXPERIENCE**   * Sales Executive with Maher Fashion, DUBAI, Abuhail Centre**,(2015-2017)** * Sales Executive with Top Star Supermarket, Cameroon **(2013-2015)** * Sales Executive with Mahima Supermarket , Cameroon **(2012-2013)** * Sales Executive with Kdo Supermarket, Cameroon **(2011-2012)**   **DUTIES AND RESPONSIBILITIES**   * Listening to customer requirements and presenting appropriately to make a sale; * Maintaining and developing relationships with existing customers in person and via telephone calls and emails; * Responding to incoming email and phone enquiries; * Acting as a contact between a company and its existing and potential markets; * Gathering market and customer information; * Liaising with suppliers to check the progress of existing orders; * Checking the quantities of goods on display and in stock; * Attending team meetings and sharing best practice with colleagues; * Maintain good relationship with client, develop new sample for client and follow up payment; * Responsible for assigned sales targets ( monthly, quarterly, annually), proper execution of order and dispatch it on time, getting order through buying and export house.   **SKILLS AND PERSONAL ATTRIBUTES**   * Confidence * Excellent interpersonal skills * Good presentation skills * Excellent communication skills * Able to work quickly and efficiently * Enjoying being part of the developing team * Ability to lead and motivate the team to meet organization predetermined long and short term objectives.   **EDUCATION BACKGROUND**   * High School Qualification ( Ordinary and Advanced Level; * Bachelor Degree in Management   **DECLARATION**  I certify that the above information and true and correct to the best of my knowledge and ability. If given a chance to serve you, I assure you that I will execute my duties for the total satisfaction of my superiors. |