**CURRICULUM VITAE**

**NAME :** WILFRED

**DATE OF BIRTH :** 5TH DEC 1997

**HEIGHT : 5'8**

**GENDER: :**MALE

**NATIONALITY :** KENYAN

**VISA STATUS :** VISIT VISA

**E-MAIL :** [Wilfred.379929@2freemail.com](mailto:Wilfred.379929@2freemail.com)

**CAREER OBJECTIVES**

To pursue and develop a career in a growth- oriented company requiring creativity and quick thinking to meet deadlines and targets within a limited period of time, also help in achieving company goals while maximizing customer satisfaction at a minimal cost.

**STRENGTHS**

* Ability to work independently with minimal or no supervision.
* Excellent oral and written communication and numerical skills.
* Excellent interpersonal relations and liaison skills.
* Excellent Business Administration skills.
* Thorough and attentive to detail.
* Team oriented.

**WORK EXPERIENCE**

**2016- 2017Woolworths clothing and accessories store.**

**POSITION Sales Associate.**

**ROLES:**

* Respond to all sales and customers issues.
* In absence of store manager, provide coordination and monitoring of all sales and non sales tasks, direction and motivation of store employee team to build a positive sales and service environment.
* Adhere to all operational policies put out by the company as well as market specific objectives.
* Ensure that all opening and closing procedures are followed to companys policy.
* Ensure the integrity of inventory and cash in the store environment at all times.
* Assist with all necessary sales reporting.
* Maintain floor stocking levels, displays, etc according to companys store plan.
* Create a very positive sales/buying experience for the customer.
* Identify customer needs and provide information about the benefits of our service that can meet those needs.
* Responsible for visual side of the store and managing the stock
* Submit reports, new display, sample replacements, pricing information, stock orders.
* Check routine inventory and availability of fast and slow moving items.
* Attend exhibitions and promotional events.

**EDUCATION BACKGROUND**

**2012-2015Kimuri High School**

Kenya Certificate of Secondary Education C+

**2004- 2012 Mt Kenya Academy**

Kenya certificate of Primary Education.

**COMPUTER SKILLS**

Microsoft Office Applications (Excel, Word Powerpoint)

**HOBBIES**

* Socializing and outdoor sports.

**REFEREES**

Available upon request.