**CURRICULUM VITAE**

Nationality: Kenyan

Marital Status: Single

Sex:Male

Birth Date: 22ndJULY1995

**Objective:**

To work in an organization that will enable me develop a profile solution provider; where I can exercise the tenet of professional ethics as to improve the institution performance.

**Professional Profile:**

* Goal driven achiever with proven ability to develop the team spirit, processes and synergies that enable top growth, profit and efficiency, as well as strong organizational and analytical skills.
* Exceptionally motivated team player with unsurpassed interpersonal and collaborative skills to foster team’s performance.
* Focused, diligent and proven performer who is adopt at working independently with minimal supervision.
* Competent multi-task who adheres to strong work ethics.
* Enthusiastic and exceptional communicator, with dynamic listening and speaking skills.

**Inclusive Experience:**

* Sales Representative
* Computer Support Specialist
* Sales Assistant
* Customer service supervisor.

**Achievements / Awards:**

* Kenya Certificate of Secondary Education (KCSE)
* Kenya Certificate of Primary Education (KCPE)
* Certificate of Computer from **Jusnet Business Institute**
* Certificate of Good Conduct

**Skills:**

* Customer Service, Meeting Sales Goals, Closing Skills, Territory Management, Prospecting Skills, Negotiation, Self-Confidence, Product Knowledge, Presentation Skills, Client Relationships, Motivation for Sales.
* Posses extensive knowledge in Microsoft Office - MS Word, MS Excel, MS Power Point, Access, VB, Networking etc.

**Professional Experience:**

**Al Razak Electronics:**

Kenya

**Sales Representative;**

April, 2015– to present

Tasks:

* Support Store Manager inmanaging day to day operations of overall Stores activities.
* Assist Store Manager in conducting regular stock take and store operations audits to ensure compliance with company’s Standard Operating Procedures.
* Daily monitoring stock usage and maintains Minimal Stock Level Requirement at all times.
* Ensures Stocks are well organized and kept in proper display storage locations.
* Obtain Orders and assist Customers professionally.
* Contributes to team effort by accomplishing related results as needed
* Monitor store floor activities regularly, identifying and resolving urgent issues.
* Coordinate with Logistics Team for incoming shipments and arrangedesignated material storage location.
* Control Stock Movement and ensure proper documentation and signatures from authorized personnel.
* Promote safe work habits, identify and resolve safety hazards. Document accidents and determine root cause and propose solutions.
* Sales and Customer liaison

**Academic Qualifications:**

**JUSNET BUSINESS INSTITUTE (2015 - 2016)**

**Diploma in Computer operations .**

**Subjects**:

* Visual Basic Net Programming
* Communication Skills
* Entrepreneurship Education

**MVITA ACADEMY SECONDARY SCHOOL (2011 - 2014) KCSE**

* **Kenya Certificate of Secondary Education**

**Languages:**

* Fluent Spoken and Written English
* Fluent Spoken Arabic
* Fluent Spoken and written Swahili

**Hobbies & Sport:**

* Watching News, Reading & Travelling
* Football, Swimming & Jogging

**Personal Contacts:**

Salim

Email: salim.380037@2freemail.com