**Odunewu **

**PERSONAL INFORMATION**

Date of birth: 25 December 1990

VISA Status: Tourist Visa

Nationality: Nigeria

Gender: Female

Marital status: Married

E-mail : [odunewu.380385@2freemail.com](mailto:odunewu.380385@2freemail.com)

**CAREER OBJECTIVE**

Seeking for a position of a Sales Assistant in your suitable company which will make me utilize my talents and lead to additional career growth opportunities. To contribute my skills, academic knowledge and experience to the progressive of the company. I want to be a loyal & trustworthy source of the organization growth. I will take my duties as a challenege with my positive contribution and professional approach

**PROFESSIONAL EXPERIENCE**

**Company**:**Pivot Resources**

**Place: Lagos, Nigeria**

**Date: September 2010- July 2104**

**Post: Sales assistant**

* Greeting customers who enter the shop.
* Be involved in stock control and management.
* Assisting shoppers to find the goods and products they are looking for.
* Being responsible for processing cash and card payments.
* Stocking shelves with merchandise.
* Answering queries from customers.
* Reporting discrepancies and problems to the supervisor.
* Giving advice and guidance on product selection to customers.
* Balancing cash registers with receipts.
* Dealing with customer refunds.
* Keeping the store tidy and clean, this includes hovering and mopping.
* Responsible dealing with customer complaints.
* Working within established guidelines, particularly with brands.
* Attaching price tags to merchandise on the shop floor.
* Responsible for security within the store and being on the look out for shoplifters and fraudulent credit cards etc.
* Receiving and storing the delivery of large amounts of stock
* Keeping up to date with special promotions and putting up displays.

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**EDUCATION QUALIFICATION**

Royal Crystal College Osun state

Obafemi Awolowo University ( Diploma Degree)

SKILLS

* ICT Skill
* Computer knowledge
* Microsoft Word, Microsoft Access,
* Microsoft Excel, PowerPoint,
* Effective Communication
* Hard working and paying attention to details
* Target and goal oriented
* Multi-tasking
* Work under no supervision

**REFERENCES:**

AVAILABLE UPON REQUEST…

**SUPPORTING DOCUMENTS:**

AVAILABLE UPON REQUEST…..