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 **EVANSON**

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 **CAREER OBJECTIVE**

*Seeking a responsible and challenging position in a growth oriented progressive Institution where my experience and skills will significantly contribute to the overall success of the organization and provide opportunities for my career growth. I have 5 years of experience in various customer service and security related fields.*



 **PERSONAL INFORMATION**

**Nationality :** Kenyan

**Language known :** English (Fluent)

**Visa Status :** Employment Visa

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 **WORKING EXPERIENCE**

 **Ansar Group UAE March 2017– To date**

 **Division in charge**

 **Position Held:** **Sales Associate/Customer Service**

 Duties and Roles

  Team up with co-workers to ensure proper customer service

  Build productive trust relationships with customers

  Comply with inventory control procedures

  Suggest ways to improve sales and changing the store’s design and display

 **Valtec Solutions, Nairobi, Kenya Feb 2014 – Dec 2016**

 **Position: Sales Representative /Customer Service**

 Duties and Roles

  Ensure high levels of customer satisfaction through excellent sales service

  Assess customers needs and provide assistance and information on product features

  Welcome customers and answer their queries

  Follow and achieve department’s sales goals on a monthly, quarterly and yearly basis

 **Lavington Security Company July 2013 – Dec 2013**

 **Position Held: Security/Customer service – Internship**

Duties and Roles

* Ensure the security, safety and well-being of all personnel, visitors and the premises
* Provide excellent customer service
* Adhere to all company service and operating standards
* Remain in compliance with local, state and federal regulations
* Immediately respond to emergencies to provide necessary assistance to employees and customers
* Protect the company’s assets relative to theft, assault, fire and other safety issues
* Follow procedures for various initiatives, including fire prevention, property patrol, traffic control and accident investigations

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 **ACADEMIC QUALIFICATION**

* Diploma in Business Administration – Kenya institute of management (2011 – 2014)
* Computer Packages Certificate – Institute of Advanced Technology
* Short term course in Computer Applications Ms Word, PowerPoint, Excel (2010)
* Kenya Certificate of Secondary Education – St Patrick’s High School – (2006 – 2009)



**SKILLS AND PROFICIENCIES**

* Customer Service
* Computer Knowledge (Ms word, PowerPoint, Excel, Emails, Internet)
* Team Player
* Excellent communication skills

**Hobbies and Interests**

* Travelling
* Reading journals
* Swimming
* Watching educative movies
* Music

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 **REFERENCE**

 Can be provided up on request