**CURRICULUM VITAE**

**Solyana**

**Email**

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Date of Birth

Nationality

Sex

Marital Status

Visa Status

Language

: 18, Jan, 1986

: Ethiopian

: Female

: Single

: Long Term Visit

: English & Arabic little

***Objective***

Seeking a challenging position in an organization as a sales person, where I can utilize my experience to execute tasks and duties effectively and efficiently and expedite the current services offered to customers.

***Professional Experience***

Worked as a 1Year experience **( Merkato mall )**

Post of **sales Lady** in Ethiopia.

Worked as a 1 experience **( Spifya mall )**

Post of **sales Lady** in Ethiopia.

**Responsibilities:**

* Welcome customers with a smiling face.
* Provide product and service information to existing and new customers.
* Make telephone calls to prospective customers in order to solicit business.
* Assist customers with shopping by providing suggestions and alternatives.
* Place orders and assist with payment procedures
* Handle exchanges and refunds
* Resolve customers’ problems and complaints.
* Man cash register and take payments in exchange of items sold
* Confirmed customers orders and ensured timely processing

***SKILLS***

* *Excellent communication and interpersonal skills*
* *Ability to understand and follow Guest request*
* *Deep understanding of operating food service equipment*
* *Working knowledge of the front office and brand standards*
* *willing to work flexible hours*

***STRENGTHS***

* Good interpersonal and communication skills
* Confident and self motivated
* Flexible and adapt to different working environment quickly
* Ability to work for long hours under pressure

***Educational Qualification***

* **Secondary School Certificate Business student Ethiopia**