** *CURRICULUM VITAE***

**FOSU**

Email: **fosu.381441@2freemail.com**

Nationality: **Ghanaian** Date of Birth: **July 27, 1987**

Language: **English** Visa Status: **Residential Visa**

Current Residence: **Dubai, UAE** Marriage Status: **Single**

***POSITION APPLIED FOR: RETAIL SALES EXECUTIVE***

**OBJECTIVE :**

1. To work in a challenging environment where my skills and abilities can be utilized competently and contribute to the mission of the organization continually.
2. To be used as an instrument of progress and development in any environment.

**CORE COMPETENCIES :**

* Retail Operations. ● Store Layout / Space Management.
* Staff Supervision & Management. ● Creative Window Display.
* Marketing and Promotional Activities Management. ● Cross Cultural Work Environments.
* Promote Service / Increase Revenues. ● Recruitment / Training & Skills.
* Profit & Loss Management / Budgeting. ● Critical Problem Solving.
* Customer Service Management. ● Merchandising Strategies.

**PROFESSIONAL EXPERIENCE & ACCOMPLISHMENTS :**

**The Emirate Group LLC.**

***Customer Service and Assistance Representative***- City Walk Mall Dubai UAE (MERAAS HOLDING)

4th November, 2015- present

*Duties and Responsibilities:*

* Provides information to clients and passers-by queries.
* Direct client to their correct destination.
* Ensure knowledge of staff movements in and out of the establishment.
* Monitor visitor’s access and maintain security awareness.

**PROFESSIONAL SYNOPSIS :**

**Akwasi Pong Co. LTD -** Accra, Ghana

**Retail Salesman**

Oct 2014 - Jan 2015

*Duties and Responsibilities:*

* Greet and attend to all customers query by delivering the highest level of customer service.
* Responsible for maximizing stores contribution through exploiting every opportunity to drive sales
* Providing excellent product knowledge.
* Requisite merchandise from the stockroom. Monitor the receiving, check-in, and stocking of merchandise to reduce stock loss and maintain cost controls.
* Execute daily operations of promoting the International Brands of - Performs Incense, Oud, Oil and Body cream.
* Responsible for promoting the sale to achieve and exceed sales targets.

**MAA DORA Enterprise LLC. - ACCRA Sports Stadium**

**RETAIL SALESMAN**

**June 2013 - July 2014**

*Duties and Responsibilities:*

* Advise customers on use and care of merchandise, and provide advise concerning for WOMEN - Shoes / Bags/ Wallets.
* Prepare sales budgets and accept cash, credit card, or automatic debit card payments.
* Assist the display of merchandise.
* Maintain sales records for inventory control
* Operate computerized inventory records keeping and re - ordering systems.
* Resolve problems that arise, such as customer complaints and supply shortages.
* Maintain specified inventory and order merchandise.

**ACADEMIC & PROFESSIONAL QUALIFICATIONS :**

 **DIPLOMA IN FINANCIAL ACCOUNTING WITH COMPUTER 2010 - 2013**

 {University of Technical Studies, Ghana West Africa}

**CERTIFICATE IN BUSINESS ACCOUNTING IN HIGH SCHOOL 2007 - 2009**

(Akomadan Senior High School, Ghana West Africa)

**TECHNICAL SKILLS :**

PROFICIENT USE OF: MS- Office (Word/Excel/Access/PowerPoint)/ Emailing & Internet. Outlook

**REFERENCES: *Available upon request.***