** RESUME**

**ERICK**

**Email**: [Erick.382440@2freemail.com](mailto:Erick.382440@2freemail.com)

**Seeking for a job /employment as Sales Representative**

**PERSONAL INFORMATION**

**NAME :** ERICK

**DATE OF BIRTH**: July 30, 1986

**SEX**: Male

**MARITAL STATUS:** Single

**NATIONALITY**: Kenyan

**VISA STATUS**: Employed Visa

**SUMMARY OF QUALIFICATION**

* **An unwavering commitment to customer service** with ability to ensure highquality, timely expedition of customer requests, building productive relationships, resolving complex issues while winning customer loyalty.
* Has computer experience includes: **Ms Office and internet Application**
* Able and willing to take any kind of trainings
* Always punctual and focused to work i.e. Very hardworking
* Groomed neatly and in respectful manner
* Able to work Ability to communicate ideas clearly and concisely with people from different ethics using verbal and written ways
* Team Leader; in a team he act as a leader by showing and helping his workmates the right way of working for better results and even to lead the entire team where necessary.

**EDUCATION BACKGROUND**

* ***January-April, 2011:*** CENTRE FOR DOMESTIC TRAINING AND DEVELOPMENT ***(Awarded Diploma Certificate, in: )***
* **Computer Course:** : Basic Concept in Information Technology, Microsoft Windows, Microsoft Word, Microsoft Power Point, Microsoft Excel, Microsoft Access and Internet.
* ***August, 2009:*** Kenya National Bureau of Statistics***(Awarded Certificate, in: )***
* Tally Clerk/Data Entry
* ***2004-2008 :*** Ruaraka High School, ***(Awarded Diploma Certificate)***
* ***1994-2003 :*** Shitari Primary School ***(Awarded Primary Certificate)***

**LANGUAGES SKILLS**

**Oral Level Written Level**

* **English** Advance **(Fluent)** Advance (**Fluent**)
* **Kiswahili (Kenyan)**  Advanced (**Fluent**) Advance (Fluent)
* **Hindi Fair** Not Advanced

**WORKING EXPERIENCE**

* **March, 2011- November, 2012:** Worked as a Sales Assistant at PioneerShop/Retail Shop (**Music Equipments)** in Nairobi, Kenya**.**
* **May,2016-November,2016:** Worked as a cashier**(Party Time)** in Nesto Supermarket**(Jebel Ali, Free Zone) Dubai,UAE**
* **February,2013-Upto date :** Working as a General helper in a Ware-house at Petronash FZE Company(**Jebel Ali ,Free Zone**)

**Duties and Responsibilities of a Sales Assistant.**

* Greeting Customers who come in the shop.
* Help in stock control and management.
* Assist the customers/shoppers to find the goods and products they are looking for.
* Should be responsible for processing the cash and card payments.
* Assist in replacement of the goods and products in the shelves.

**Duties and Responsibilities of a Cashier**

* Managing all the cash transactions in the workplace
* Maintaining daily account of the daily transactions
* Balancing the daily account at the end of each day
* Checking the daily cash balance
* Interacting with the customers that come to the counter
* Solving all their cash related queries
* Checking for the price of products and any discounts or offers
* Receiving coupons and deducting the said amount from the customers
* Organizing all the work they do and maintaining the accounting records
* Reporting discrepancies they find within the accounts to their superiors
* Making daily, weekly and monthly transaction reports

TECHNICAL SKILLS

* Sales and Marketing.
* **Proficiency in**: Basic Concept in Information Technology, Microsoft Windows, Microsoft Word, Microsoft Power Point, Microsoft Excel, Microsoft Access and Internet
* IT and Networking.
* Strong Customer Service skills
* Time managements /Utilization.

DECLARATION

* I hereby declare that the above information is correct to the best of my knowledge and belief.

REFERES.

* Will be provided if required.