CURRICULUM VITAE

**NAME : SUSAN**

**EMAIL :** **susan.383273@2freemail.com**

**VISA STATUS : Visit Visa Available**

**Location : Dubai UAE**

**LANGUAGES : ENGLISH/SHONA/SOTHO**

**MARITAL STATUS : SINGLE**

**SEX : FEMALE**

**POSITION : SALES REPRESENTATIVE**

**NATIONALITY : ZIMBAMBWEAN**

**PERSONAL INFORMATION**

Seeking for a role as **SALES REPRESENTATIVE** in your company which can utilize my knowledge and experience to contribute my skills and practical experiences in achieving the organizations goal. Am a Goal driven individual with the ability to deliver accurate and superior services, that cultivate strong business relationships . Exceptionally innovative individual who loves challenges , excellent team player who thrives on collaborating with diversely talented team members. Ability to work under pressure and resolve issues in a way that propels innovation and growth , ability to deliver accurate and superior services that cultivate strong business relationships. Proficient in working challenging and deadline atmosphere independently or as part of a team.

**PROFESSIONAL EXPERIENCE**

**1.PRINT LOGISTICS (HARARE ZIMBAMBWE March 2015- April2018)**

**Sales Associate**

**Responsibilities**

* Provided information to customers and helping them choose the best products on the market.
* Made sure that the store is clean and tidy always.
* Identified sales opportunities, trends and highlighting them to the Sales Manager.
* Decision maker upon request from the Manager.
* Marketed the company and company products through cater logos, flyers, adverts and radio shows.
* Accurately processing the methods of payment.
* Set 1 on 1 with company owners and hierarchy to discuss business & partnerships deals to promote our products and ideas.
* Greeting customers and ascertain what each customer wants or needs without overbearing.
* Worked in dispatched products to their desired destinatione.g.( national banks , retail shops , beverage companies).
* Assisted in quality control of products.
* Innovated brands,ideas and marketing strategies to markets places and moving markets.
* Worked closely with the graphic designer inorder to make new samples to market our product and over the intense market in the industry.

**Samsung (JOINA CITY MALL , HARARE ZIMBAMBWE)<Aug 2013-Jan 2015>**

**Sales Representative**

**Responsibilities:**

* Held presentations to promote the product sales.
* Prepared and organized seminars for large scale sales in chains of stores.
* Developed network with end-user, marketing associates and distributors.
* Responsible for the development of business opportunities and expansion of the product at distributor level.
* Responsible for products availability, sampling, pricing and sales support and presentation.
* Provided information to customers and helping them choose the products.

**MR PRICE CLOTHING BOUTIQUE(CAPE TOWN, SOUTH AFRICA March2011-May2013)**

**SALES ASSOCIATE:**

**Responsibilities:**

* Responsible for the preparing market presentation, advertising store product’s.
* Responsible for building successful business by communicating and networking with the clients
* Arranged clothes according to order and uniform and size.
* Maintained smartness of the floors and products.
* Assisted customers in handling of products and any inquires upon store products.

**SKILLS:**

* Excellent communication skills and networking power with good interpersonal skills.
* Strong negotiation power.
* Enthusiastic , self-motivated , active with excellent soft skills
* Able to work for long hours
* Takes pride in each task.
* Quick leaner.
* Computer literate ( MS WORD , POWERPOINT , MS OFFICE)

**ATTIBUTES**

* Hard worker
* Team Player
* Can work and produce under pressure

**HOBBIES**

* Reading novel, watching movies, playing sports especially soccer.

**Education**

**ICT Systems Support-Certificate**

 **-Diploma**

 **-Advanced Diploma**

**Certificate and Diploma in business and accounting studies**

**Advanced Level; 2 passes in Business studies and Economics & Communication skills**

**Ordinary Level ; 8 passes Including English and Mathematics with a Bin both major subjects**

**DECLARATION:**

I hereby declare that all the information furnished above are true and correct to be best of my knowledge and belief.