CURRICULUM VITAE

**NAME** JOAN



**SEX** FEMALE

**NATIONALITY** UGANDAN

**AGE**  28

**EMAIL ADRESS** [joan.383569@2freemail.com](mailto:joan.383569@2freemail.com)

**VISA STATUS** VISIT VISA

**PROFESSIONAL SUMMARY**

Am friendly and enthusiastic sales representative who consistently meets customer service satisfaction goals. A client focused person with 4+ years of providing solutions to customers, Solid understanding of the products as well as hitting targets.

**SKILLS**

* Goal –oriented
* Strong interpersonal skills
* Positive and friendly
* People-oriented
* Excellent work ethic
* Attention to details
* Preparation of sales reports
* Excellent communication skills

**EDUCATION**

**YEAR INSTITUTION/SCHOOL AWARD**

2008 Kabuwoko secondary school High school Certificate

**CAREER ACHIEVEMENTS**

* Gained sound knowledge of the commercial business industry with effective and result proven customer service.
* Displayed good sense of urgency to complete multiple tasks even under pressure
* Displayed outstanding ability in coordinating, motivating and building good report with the team members
* Gained confidence in dealing with people of all ages and background

**SALES REPRESENTATIVE SHOPRITE SUPERMARKET 2009-2014**

**KEY ROLES**

* Receiving customer complaints proposal and taking appropriate actions
* Complying with the establishment policies and procedures and rule of operations
* Collecting and providing customer feedback to the manager
* Assisting customers with their requirements on services and products
* Observing strict confidentiality of all company documents and reports
* Provide first class customer service

**LANGUAGES SPOKEN**

English-very good both spoken and written