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**OPARA**

**EMAIL:** **opera.383853@2freemail.com**

 **POST APPLIED FOR**SALES LADY

.**CAREER OBJECTIVE:**

Seeking a position as a Salesperson at a reputable Firm utilizing skills in marketing and sales to exceed the company’s sales goals effectively

**PERSONALSKILLS DETAILS**

**KEY SKILLS AND COMPETENCIES**

* Able to engage and speak to customers.
* Superb people and sales skills.
* Customer service experience in a retail environment.
* Knowledge and experience in using computer systems.
* Communicating effectively and professionally.
* Can work at a sustained pace and produce quality work.
* High energy levels.
* Physically fit and capable of repetitive bending, prolonged standing, twisting, stooping, squatting and climbing.
* Willing to take ownership of problems.
* Dependable and trustworthy.
* Willing to work late nights, overtime and weekends.
* Punctual and always on time for work.

**PERSONAL INFORMATION:**

* Sex : Female
* Date of birth : 25th September 1986
* Place of Birth : Lagos
* Nationality : : Nigerian
* Marital status : single
* Religion : Christian
* Languages : : English – fluent (write speak &read)

**PASSPORT DETAILS**

* Date of issue : 29th March 2018
* Date of expiry : 28th March 2023
* Place of issue : Festac, Nigeria
* Visa Status : long term visit Visa

**EDUCATION QUALIFICATION:**

Yaba College of technology (yabatec) 2009 – 2013

Eko girls senior grammar school, okata. 2003 – 2009

Faith Foundation Academy ( excellent customer service)

**PROFFESSIONAL EXPERIENCE**

**MAMIKONYAN LEBANESE ARMENIAN RESTAURANT BURJUMAN DUBAI, UAE.**

**KITCHEN HELPER/ STEWARD**

**Sept 2017 till date**

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| * Prepared food based on health codes and quality standards.
* Stored food safely to prevent spoiling.
* Identified and reported any safety concerns to management.
* Maintained kitchen clean and removed garbage at regular intervals.
* Moved food products to and fro from kitchen and storage areas.
* Maintained kitchen equipment and reported any maintenance and repair related issues to Manager.
* Washing and sanitizing the plates and cutleries in the kitchen
* Arranging the plates and cooking utensils
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**2013-2017**

**JUMBO VENTURES LIMITED**

**SALES LADY**

Duties;

* Responsible for ensuring that each customer receives the best service possible, and for assisting in the execution of all store initiatives that contribute to generating sales.
* Responding quickly and resourcefully to customer requests or concerns.
* Using suggestive selling techniques to increase sales.
* Giving information to customers about products.
* Up selling and making recommendations to customers.
* Serving multiple customers in a short period of time.
* Carrying out re-merchandising, display, price markdowns duties.
* Accurately completing cash register transactions.
* Receiving store deliveries.
* Representing the store in a professional and positive manner.
* Creating and maintaining long-term relationships with regular customers.
* Assisting in all store administrative tasks.
* Taking care of the customers’ needs while following company procedures.
* Executing marketing and visual merchandising initiatives.
* Occasionally opening and closing the store.
* Organizing the display of merchandise.
* Assisting customers with choices by providing them with information about products.
* Participating in physical inventory counts.
* Adhering to all store retail policies and procedures.

**HOBBIES:**

Reading, cooking, Travelling, meeting and making friends.

**REFRENCES:**

Available upon request

**DECLARATION:**

I hereby declare that the above information is true and correct to the best of my knowledge and believe