**CURRICULUM VITAE**

**Personal details:**

Name : Nakanwagi

Date of birth : 02/11/1995

Sex : Female

Nationality : Uganda

Marital Status : single

Language Known : English, African Language Passport

Email : [nakanwagi.383994@2freemail.com](mailto:nakanwagi.383994@2freemail.com)

Visa status : Visit Visa

**CAREER OBJECTIVE**

Eventual objective is to become a professional customer care and sales executive in a competitive organization helping it achieve to competitive advantage.

**SUMMARY OF QUALIFICATION**

Well organized with good customer service and high communication skills, hardworking, committed to the set targets and trusted team player. Polite, patient, flexible and with good judgment and able to work under minimum supervision and a good time manager

**Fashion Sales associates (yuppie’s clothing freedom city Uganda) 2017**

**Position Sales associates/ customer care**

**Duties and Responsibilities**

* Welcomes customers by greeting them; offering them assistance.
* Directs customers by escorting them to racks and counters; suggesting items.
* Advises customers by providing information on products.
* Helps customer make selections by building customer confidence, offering suggestions and opinions.
* Answering customers’ questions – Provides information concerning specifications, maintenance of merchandise and delivery options
* Maintaining a relationship between the client and our company to increase sales
* offering assistance in selecting apparel and accessories
* Promoting sales through positive customer service efforts.
* Taking cash and credit card payments, work varying schedules and attend store meetings.
* Using suggestive selling techniques to increase sales
* Up selling and making recommendations to customers.
* Accurately completing cash register transactions.
* Creating and maintaining long-term relationships with regular customers.
* Assisting in all stores administrative tasks.
* Taking care of the customers’ needs while following company procedures.
* Packing for client after payment is finished

**BAWARSH RESTAURANT 2015**

**Position WAITRESS/ CASHER**

**Duties and Responsibilities**

* Welcoming customers with Vigor and respect
* Serving of different coffees and educating customers of their branding
* Attending and assisting customers’ needs
* Informing customers of daily specials
* Obtaining requested items from the storeroom.
* Keeping general appearance and cleanliness of the cafeteria up to standard.
* Follows correct sequence of service outlined in the Standard Operating Manual.
* Sets up tables in accordance with the cafeteria policy.
* Cleaning and clearing dishes from the tables after service is completed.
* Transports soiled dishes from dining room to kitchen and depositing them in proper placing at the Steward area.
* Ensuring there is no spillage during mealtime and at closing.
* Maintains excellent grooming standard at all times.

**Special skills and abilities**

* Good customer service and communication skills
* Target oriented and high selling skills
* Hard working, committed and trusted team player
* Polite, patient, flexible and good judgment
* Able to work under minimum supervision
* Good time management skills

**Education background**

|  |  |  |
| --- | --- | --- |
| **Year** | **Institution** | **Award** |
| 2012- 2014 | Hilton High School Mukono | Uganda Advanced Certificate of Education |
| 2009- 2012 | Hilton High School Mukono | Uganda Certificate of Education |

**Hobbies:**

Watching movies, sharing ideas, listening to music