

**PERSONAL DETAILS**

**NATIONALITY** : Ugandan

**MARITAL STATUS** :Single

**PROFESSIONAL SUMMARY**

A proactive, customer-focused Sales Assistant with successful sales experi-ence and a positive, confident approach. Well-developed skills in forming trusting relationships with customers as well as quickly reacting to their needs and presenting the most apt products and services. Able to work well both in teams and on own initiative, with a proven record of contributing to process improvements. Resilient and confident, and works well under pressure. I am looking forward to be employed in an organization with challenging working environment; where there are opportu-nities to learn new skills to enable me to improve my competence.

 **GRACE**

****

**Email:** **grace.388211@2freemail.com**

**SALES**

**CORE SKILLS**

****

Complaints Handling.

Good workload and time management.

Customer service.

Account management.

Confident communicator.

**EXPERIENCE**

****

**SALES** *June 2013 - May 2015*

Shoprite,

Kampala Uganda.

Duties :



Welcome customers as they enter the store and inquire into their purpose of visit.



Provide information regarding products of choice and lead customers to the right shelves/aisles.



Assist in choosing the right product by first understanding what is required and then suggesting appropriate products.

Create daily sales reports and coordinate activities with procure-ment oﬃcers.



Arrange products neatly on shelves.

**EDUCATION**

****

|  |  |
| --- | --- |
| **Certificate in Business Administration** | *2014* |
| Makerere University Business School. |  |
| **Uganda Advanced Certificate of Education** | *2012* |
| Pride Secondary School, Mityana |  |
| **Uganda Certificate of Education** | *2010* |
| Katwe Noor Secondary School Kampala. |  |

**LANGUAGES**

****

 **Arabic** (Basic)

 **English** (Fluent : Both Written and Spoken)

 **Swahili** (Fluent : Both Written and Spoken)

 **Luganda** (Fluent : Both Written and Spoken)