**RESUME**



**PERSONAL DETAILS**

**Name :** TATENDA

**Marital Status** **:** Single

**Gender**  **:** Female

**Nationality** **:** Zimbabwean

**Visa :** Visit visa

**Date of Birth :** 10 June 1990

**E-mail :** tatenda-394349@2freemail.com

**Language known :** English

**Current Location** : Dubai

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**OBJECTIVE & SUMMARY**

To secure an appropriate position, this will provide growth opportunities with effective utilization of my skills as a sales executive and experiences also to have an opportunity to learn more in professional Atmosphere. I am an effective communicator possessing excellent presentation & soft skills with honed marketing management, logical and problem-solving abilities.

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**CORE SKILLS**

* Communication
* Query Response
* Customer centricity
* Cash handling
* POS Systems
* Self-motivation

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**PROFESSIONAL QUALIFICATION**

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| **Year** | **Institution** | **Certificate** |
| 2018 | Chartered Secretaries and AdministratorsZimbabwe | Diploma in Institute of Chartered Secretaries and Administrators |
| 2013 | SA Nanny South Africa | Child Safety and Baby Care certificate |
| 2007 | School-Zimbabwe | GCE Ordinary Level |

**PROFESSIONAL EXPERIENCE**

(November 2014 – December 2018)

**Position: SALES EXECUTIVE & TILL OPERATOR**

**Primary Responsibilities:**

* Welcomes customers by greeting them; offering them assistance.
* Operate cash register in the checkout counter, handles customers’ payments, and issue receipts
* Verify identities of customers who pay through credit cards
* Directs customers by escorting them to racks and counters; suggesting items.
* Advise customers by providing information on products.
* demonstrating and presenting products
* Contributes Establish a relationship with new prospects and secure contracts to achieve sales
* Helps customer make selections by building customer confidence; offering suggestions and opinions.
* Drive the entire sales cycle from contacting the customer to closed sales
* Competition tracking and analysis to win over the competition
* Establishing new business.

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#### (January 2011 – October 2013)

**Position: SALES EXECUTIVE & TILL OPERATOR**

**Summary of Responsibilities:**

* Documents sale by creating or updating customer profile records.
* Welcomes customers by greeting them; offering them assistance.
* Operate cash register in the checkout counter, handles customers’ payments, and issue receipts
* Verify identities of customers who pay through credit cards
* Responsible for assigned sales targets (monthly, quarterly and annually)
* Processes payments by totaling purchases; processing checks, cash, and store or other credit cards.
* Keeps clientele informed by notifying them of preferred customer sales and future merchandise of potential interest.
* Maintaining accurate records.
* Contributes to team effort by accomplishing related results as needed.
* Recommends changes in products, service, and policy by evaluating results and competitive developments.

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**IT skills**

Window & office tools

* Microsoft Excel, Microsoft Word, Internet & PowerPoint

**REFERENCES**

**References available on request**