**RACHAEL**



**EMAIL:** [Rachael-394381@gulfjobseeker.com](mailto:Rachael-394381@gulfjobseeker.com)

**POSITION DESIRED:** SALES AND CUSTOMER SERVICE

**CAREER OBJECTIVE**

Seeking a challenging suitable position in an organization where I can utilize my experience to carrying out assigned duties effectively and efficiently and add value to the current services offered to customers.

**ACADEMIC QUALIFICATION**



Ordinary National Diploma (OND)

**SKILLS**



Able to work as part of a team or independently with little or no supervision

Flexible and can be able to work in a multicultural environment

Superb interpersonal skills and exceptional ability towards greater customer satisfaction

Excellent communication skills

Computer literacy

Ability to work under pressure

**RACHAEL**

**WORK EXPERIENCE**



**NIGERIA APR 2015 – MAR 2018**

**Position:** Sales and Customer Service

**Duties & Responsibilities:**

1. Greeting customers entering the shop
2. Representing the company in a professional Manner
3. Understanding and applying the mandate of the service depending on customer demand
4. Provide professional, prompt and courteous client support by listening to clients and responding in a way that meets their expectations
5. Identifying customer needs and if technical redirect the customer to the technical department
6. Resolve customer complaints during service
7. Stocking and merchandising company products
8. Ensure that customers are satisfied with the sale and service of company products.

**NIGERIA JUN 2012– FEB 2015**

**Position:** Sales Executive

**Duties & Responsibilities:**

1. Greeting customers coming to the shop with a warm smile
2. Demonstrate product warranty information
3. Assist customers in selecting shoe products
4. Provide customers with information regarding discounted or promotional products
5. Assist in packing purchases and ensuring that they are delivered in a timely manner
6. Assist in replacing, exchanging or returning products
7. Process sales reports and related records

**PERSONAL**



**Gender-** Female

**Marital Status-** Single

**Nationality-** Nigerian

**Visa Status-** Visit Visa

**Languages Known-** English

**RACHAEL**

**STRENGTHS**

Self motivated and ability to communicate with other staff and motivate them

Problem solving and decision making

Good Analytical skill and a Quick Learner

Focused on minute details

**REFEREES**



Can be provided upon request

**DECLERATION**

I declare that the information provided above is true and correct to the best of my knowledge.