**Gulfjobseeker.com CV No:** **1294926**

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**OBJECTIVE**

* Actively seeking a position in the culinary field that will offer me the opportunity to continue to learn and develop my skills and help me realize my ultimate goal.

**PERSONAL INFORMATION**

|  |  |  |
| --- | --- | --- |
| Date of Birth | : | 20/08/1985 |
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|
| Nationality | : | Nigerian |
| Sex | : | Female |
| Marital Status | : | Single |
|  |  |  |
| Languages Known | : | English and Yoruba |

**COMPUTER SKILLS**

* Microsoft Office Applications.
* Database Applications using Oracle GUI platform.
* Microsoft Structured Query Language Server.
* Java Programming and Hyper Text Mark up Language and UML.

**WORK EXPERIENCE**

* Experienced as Front Desk/Secretary at Every Woman Clothing, Nigeria (2002-2005)
* Experienced Customer Care/Receptionist at Sharome Catering Services, Nigeria (2005-2008)
* Experienced Data Analyst/Data Entry at Federal Mortgage Bank Of Nigeria (2008-2011)
* Experienced Sales Lady/Store Keeper at Cash ‘n’ Carry Ltd, Nigeria (2011-2014)

**EDUCATION**

* W.A.E.C from Mill Bank Hall Secondary School, Nigeria.
* B.Sc Computer Science from Imo State University, Nigeria.
* Web Programmer from NIIT Computer Institute, Nigeria.

 **DUTIES PERFORMED**

* Maintaining and developing relationships with existing customers via meetings, telephone calls and emails.
* Take and make calls to our respective clients and replying all out going and incoming mails.
* Data entry of all customer of the bank.
* Update, modify, back up data files of existing customers of the bank.
* Visiting potential customers for new business.
* Making accurate, rapid cost calculations, and providing customers with quotations.
* Negotiating the terms of an agreement and closing sales.
* Gathering market and customer information and providing feedback on future buying trends.
* Representing your organization at trade exhibitions, events and demonstrations.
* Negotiating variations in price, delivery and specifications with my company's managers.
* Advising on forthcoming product developments and discussing special promotions.
* Checking quantities of goods on display and in stock.
* Identifying new markets and business opportunities.
* Recording sales and order information and sending copies to the sales office.
* Reviewing my own sales performance, aiming to meet or exceed targets.

 **INTERESTS**

* Reading, traveling and learning a new thing that helps to gain knowledge.

 **INTERESTS**

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* Positive attitude.
* Intellectual.
* Smart worker.
* Ability to accept challenges quick learner.

 **REFERENCES**

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* Will be furnished if required.