***CURRICULUMVITAE***

***PERSONALINFORMATION***



*NAME* *:Emily*

*DATEOFBIRTH :2ndFeb1990*

*GENDER* *:Female*

*VISASTATUS :Visitvisa*

*NATIONALITY :Kenyan*

*MARITALSTATUS:Single*

*LANGUAGE :English*

*EMAILADDRESS :Emily.379936@2freemail.com*

*POSITION :Sales*

***PERSONALABILITIES***

*Amareliable,trustworthyandconscientioussalesassistantwhoisabletomult-task,handle pressure,workaspartofateamandmostimportantlyinspirescustomerstomaketoa purchase.Withinfectiousenthusiasmandaninspirationalstyle,Ihaveusedextensive experienceoftheretailindustrytodevelopsuperorganizational,problemsolvingandsales ski****l****s.Iam,anexceptionalpersonwhocanexplorenewteritoriesandpushexistinglimitsin thesearchforsales.Iamcurrentlylookingforasuitablesalesassistantopportunitywitha companythatwi****l****notonlycha****l****engeherprofessiona****l****ybutalsoa****l****owhertodevelopher knowledgeandpotentialfurther.*

***AREASOFEXPERTISE***

***RETAIL***

* *Abletohelpcustomersfindwhattheywant.*
* *Readyandabletoworkindividua****l****yorwithinateamenvironment.*
* *Abletomaintainhighstandardsofdisplayandvisualmerchandisingtoensurethe storesis we****l****presented.*
* *Experienceofworkinginacommissionbasedsalesenvironment.*

***SALES***

* *Goodnumericalski****l****swiththeabilitytomanua****l****ycalculatecostswithouteror.*
* *Experienceofworkinginacommissionbasedsalesenvironment.*
* *Abletoaccuratelydescribeaproductsfeaturesandbenefitstoacustomers.*

***PERSONAL***

* *Wi****l****ingtoworkonashiftbasisincludingeveningandweekends.`*
  + *Alwayssmartlydressed,articulateandpresentable.*
  + *Extremelyorganizedwithahighlevelofatentiontodetail.*

***CAREEROBJECTIVES***

***Retailstore-Coventry***

***SALESASSISTANT Jan2017-present***

*Responsibleforcontributingtotheovera****l****performanceofthestorebydrivingsalesatevery opportunitywhilstatthesametimemakingsureeverycustomerreceivesexceptionallevelsof serviceandenjoystheirvisittothestore.*

***DUTIES***

* *Servingcustomersatthesalescounter.*
* *Offeringfacetofaceadvicetocustomersonthestoresproducts*
* *Handlingcustomers’complaintsinacalmmanner.*
* *Managingcashandpaymentsystemsinaccordancewithcompanyproceduresand policies.*
* *Makingsurethatanyitemwhichisremovedfromadisplaycolumnisreplaced immediatelyafterasale.*
* *Occasiona****l****ybeingresponsibleforthestoressecurityincludingbeingitskeyholder.*
* *Responsibleforthedailymanagementoftheti****l****intheabsenceoftheseniormembers.*

***Fashionstore–conventry***

***SALESASSISTANT Jan2015-Dec2016***

***ACADEMICQUALIFICATIONS***

*Highschool*

*REFERENCES-Availableonrequest*