**Curriculum Vitae**



**RAFIAT S**

Sex: Female

Nationality: Nigerian

Visa Status: Employment Visa

E-Mail: rafiat.380855@2freemail.com

 APPLICATION FOR THE POST OF A SALES EXECUTIVE

**Career Objective:**
An ambitious, highly motivated and energetic sales executive with excellent marketing and business development skills. Experience of managing sales and merchandising for established retail outlets, franchises and international brands.

A results orientated professional with a proven ability to get results, generate revenue, improve service as well as reduce costs.

**Skills:**

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| ✔ Account management | ✔ Needs recognition | ✔ Territory management |
| ✔ Client relationships | ✔ Prospecting | ✔ Cold calling |
| ✔ Researching | ✔ Product presentation | ✔ Prospects identification |
| ✔ Events handling | ✔ Fast learner | ✔ Sales materials development |
| ✔ Reports preparation | ✔ Negotiation | ✔ Communication |

**Strengths:**

* Friendly, helpful and hardworking.
* Eager to learn new things.
* Good listener with a strong personality.

**NIGERIA WORKING EXPERIENCE**

DANA MOTORS LTD 2008 – 2013

Post held : Sales Executive

* Dealing with customer enquiries face to face, over the phone or via email.
* Contacting prospective customers and discussing their requirements.
* Achieving all revenue targets & objectives in line with the Area Business Plan. Working closely with the marketing team to produce any sales collateral required for the target market.
* Reporting business trends and area performance to the National Sales Manager.
* Developing & maintaining successful business relationships with all prospects. Identifying what customers want
* Planning and organizing the day to ensure all opportunities are maximized
* Developing a full understanding of the business market-place.

**UAE EXPERIENCE DUBAI**

MASHREQBANK FEB 2017 TILL DATE

Post Held: Office Administrator

* Undertake administrative tasks.
* Bookkeeping and mentoring office assistants.
* Ability to work with little supervision.
* Ensuring other staff has adequate support to work efficiently.

ABU DHABI COMMERCIAL BANK JAN 2016TO NOV 2016

Post held: Office Administrator

* Undertake administrative tasks.
* Bookkeeping and mentoring office assistants.
* Ability to work with little supervision.
* Ensuring other staff has adequate support to work efficiently.

ZABEEL LADIES CLUB JUNE 2015 TO JAN 2016

Post Held: Housekeeping Supervisor

INDIAN HIGH SCHOOL AUG 2014 TO JUNE 2015

Post held: Housekeeping Supervisor

* Holding meetings with Housekeeping staff to discuss their job functions.
* Listening to, understanding, and clarifying guest concerns. Inspecting the cleaning and servicing of guestrooms and public areas.
* Approaching guests in an attentive, friendly, courteous and service-oriented manner.
* Ensuring that rooms and bathrooms are cleaned on a daily basis. Inspecting guest rooms and guest areas.
* Supervising the disposal of trash and waste.
* Directing housekeeping staff to ensure a high standard of cleanliness in all public areas.
* Maintaining an inventory of guest room and housekeeping supplies.

**EDUCATIONAL QUALIFICATIONS:**

HND ACCOUNTANCY 1998 – 2001

OND FINANCIAL STUDIES 1993 – 1996

HIGH SCHOOL CERTIFICATE 1986 – 1992

UAE ATTESTED CERTIFICATE ON REQUEST

Language: English both oral and written

Computer Skills: Microsoft Word, Excel and internet utility

Hobbies:Lover of adventure.Making new friends and meeting people.Reading, swimming and cooking

Referee**:** Available on request.