

**Oyinlade**

Email: oyinlade.383676@2freemail.com

**SALES ASSISTANT**

PROFESSIONAL SUMMARY:

Ambitious and creative sales assistant with 6+years’ hands-on experience in sales. Keen on seeking challenging position in a reputed organization, where I can utilize my acquired skills and experience to carry out assigned tasks and duties effectively and efficiently and participate to enhance the current services offered to customers.

**CORE COMPETENCIES:**

* Selling skill
* Communication
* Production knowledge
* Taking responsibility and initiative
* Customer service skills

**WORKING EXPERIENCE:**

* Worked as a sales assistant with Ace Supermarket, Ogun-state, Nigeria(April 2016-2018)
* Worked as a sales assistant with At last Telecoms, Ogun-state, Nigeria(March 2014-2016)

**DUTIES & RESPONSIBILITIES:**

* Welcoming customer
* Ordering ,receiving and displaying stocks
* Assisting customers in selecting the product
* Performing financial transactions
* Communicating with customers
* Helps customer make selections by building customers confidence
* Offering the assistance
* Becoming well versed in customer relationship building and maintenance
* Advises customers by providing information on products
* Developed professional relationships with guests and coworkers

**PERSONAL DATA:**

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| --- | --- | --- | --- |
|  | Gender | : | Female |
|  | Marital status | : | Single |
|  | Date of birth | : | 01-12-1995 |
|  | Nationality | : | Nigerian |
|  | Visa status | : | Tourist Visa ( Long Term) |
|  | Language | : | English |

**EDUCATIONAL BACKGROUND:**

* Diploma (Attested) 2016
* Senior Secondary school Certificate, Nigeria (Attested) 2013

**DECLARATION:**

I certify that the above are true and correct to the best of my knowledge and ability. if given a chance to serve you, I assure you that I will execute my duties for the total satisfaction of my superiors.