**CURRICULUM VITAE**

**MAUREEN**

Email: [Maureen-390082@2freemail.com](mailto:Maureen-390082@2freemail.com)

**SALES / RECEPTIONIST**

**CAREER OBJECTIVES**

Seeking a sales / Receptionist job that offers a vibrant workplace where I can use my solid sales experience and proven customer-relationship strengths to achieve challenging sales goals.

**WORKING EXPERIENCE**

* Worked as a Sales with House of Tara Cosmetics, Lagos Nigeria( 2 years)
* Worked as a Sales with Zed Clothing Line, Lagos Nigeria ( 2 years)

**DUTIES & RESPONSIBILITIES**

* Greet customers and determine their wants or needs
* Discuss quality, type and number of merchandise required for a particular purchase
* Recommend merchandise based on the individual requirements
* Advise customers on care and utilization of merchandise
* Advise clients on any service or product they need information and help on
* Explain the advantage and use of merchandise to customers
* Demonstrate live how merchandise works
* Assist in displaying merchandise
* Advice customers on suitable goods to purchase
* Build customer confidence by offering them suggestions and opinions
* Document sales by creating and updating customer profile records
* Stock shelves with merchandise
* Answer queries from customers
* Report problems and discrepancies to the supervisor
* Give guidance and advice to customers on product selection.
* Balance cash registers with receipts
* Attend to customer refunds
* Keep the store tidy and clean by hovering and mopping it daily

**Worked as a receptionist with Touch sense Spa Accra Ghana (2 years)**

**Receptionist**

* Acknowledge and greet who enters and leaves spa facilities
* Perform responsibilities of providing detail descriptions of spa packages, treatments, services, promotions and features of facilities
* Handle the tasks of responding to guest queries and providing excellent guest service
* Perform responsibilities of maintaining a clean, safe and well-organized working environment
* Promote and maintain highest level of service that meets customer satisfaction
* Perform other job related duties as assigned

**PERSONAL PROFILE:**

* Gender : Female
* Marital Status : Single
* Date of birth : 27-11-1989
* Nationality : Nigeria
* Visa Status : Tourist Visa (Long Term)
* Language : English

**EDUCATION:**

* Bsc ( Aquaculture & Fisheries)

**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.