# **\\SAFIACAFE\Scan\mnb.jpgCURRICULUM VITAE**

**NAME**:Maina

**NATIONALITY**:Kenyan

**DATE FOR BIRTH:** 13th Feb 1993

 **GENDER:** Male

**MARITAL STATUS:** single

**LANGUAGE:** English/ Kiswahili

**EMAIL:** maina.392292@2freemail.com

**VISA STATUS**:3 monthsvisitvisa

 **POSITION:**sales representative

**Professional summary.**

Inside sales representative, I was consistently achieving aggressive sales goal. I was also talented in multitasking and balancing customer needs and making new sales. I build loyalty and long-term relationship with customers while consistently reaching sales target. I was enthusiasm sales man who achieved a 80% increase in sales revenue in a 4 months period. Focused sales professional highly effective in establishing and maintaining relationship with potential and existing clients. I was extremely motivated and ambitious. Inside sales representative, I was I had strong work ethic, exceptional sales skill and a successful track record of growing sales revenue. Exceptional inside sales representative I was highly effective at transforming customer inquiries into new sales. During my field of work , I was able to create new customer within a shortest period of time. I was also motivated to generate and increase sales while delivering top-notch customer care.

**Skills**

* Superior organizational
* Expansive person network
* Fluent in English language
* Multitasking person
* Dedicated team player
* Self motivated
* Sales force
* Sales executive of the year award
* Energetic and driven
* Excellent communication skills
* Reliable
* Revenue and profit maximisation

**EMPLOYMENT HISTORY;**

2013 Dec – 2015 June

Duties & Responsibilities.

* Pump Attendant - Refueling
* Cashiering – Cash accountability
* Marketing/promotion - advising our customers on the advantages of using our product as compared to our competitors while also marketing our brand.

2016 March - 2017 March

Duties & Responsibilities.

* Cashiering – Handling cash, assisting customers in finding the missing products
* Merchandising – making sure my assigned aisles are neat and well stocks, Observing FIFO, helping customers where needed.
* Cash float management and accountability – as a cashier one of my main responsibility was to account for all the sash, sales and float cash.

2017 June – 2019 April

Duties & Responsibilities.

Here I provide excellent customer service with product knowledge making a connection and building a strong cliental.

* Exceeded daily and weekly goals both personally and team .
* Great customers in a timely, professional and welcoming way.
* Contributed to stock goals for increasing sales and improving profit
* Multitask efficiently by making the customers need first, while keeping the flow of stockroom running smoothly.
* Set weekly sales and perform daily shoe audits ensuring all products are displayed.
* Organize, able to predict stock and display issues and able to come with solution.
* Reliable with an excellent attendance record.
* Assisted customer in deciding purchases, size, shoe type and vendors.
* Executed and operated proper transaction procedures per purchase.

# **EDUCATION BACKGROUND**

**KAMBARA HIGH SCHOOL -** 2008 - 2013

Attained a Kenya Certificate of Secondary Education

**GITUGI PRIMARY SCHOOL** – 1998 – 2007

Attained a Kenya Certificate of Primary Education

**SKILL**

* Computer literacy
* Good Communication Skills
* Team Performance
* Leadership
* Time Management

# **REFEREES**

Available upon request.