**Elizabeth**

**PERSONAL DETAILS**

***Date of Birth***

*May 19th 1995*

***Gender***

*Female*

***Marital Status***

*Single*

***Nationality***

*Nigerian*

***Visa Status***

*Visit Visa*

***Languages Known:***

*English*

Position Desired: Sales / Receptionist

**Career Objective**

Seeking a challenging suitable position in an organization where I can utilize my experience to carrying out assigned duties effectively and efficiently and add value to the current services offered to customers.

**Working Experience**

**Mall in nigeria**

**Duration: Apr 2017 – May 2018**

**Position: Sales Representative**

**Duties & Responsibilities:**

* Greeting customers entering the shop
* Representing the company in a professional manner
* Understanding and applying the mandate of the service depending on customer demand.
* Provide professional, prompt and courteous client support by listening to clients and responding in a way that meet their expectations.
* Identifying customer needs and if technical, redirect the customer to technical department.
* Resolve customer complaints during service
* Stocking and Merchandizing company products
* Ensure that customers are satisfied with the sales and service of company products.

**Lagos International Trade Fair Motel, Lagos, Nigeria**

**Duration: April 2015 - Feb 2017**

**Position: Office Assistant and Receptionist**

**Job Responsibilities:**

* Managing diaries and making appointments
* Preparing and distributing papers and documents for meetings
* Taking minutes of meeting
* Booking hotel rooms for clients and customer
* Drafting letters and other documents, such as PowerPoint presentations
* Arrange company filing
* Answering the phone and answering queries
* Photocopying and printing

**Academic Qualification**

* Completed High School

**Skills**

* Able to work as part of a team or independently with little or no supervision
* Flexible and can be able to work in a multicultural environment
* Superb interpersonal skills and exceptional ability towards greater customer satisfaction
* Excellent communication skills
* Ability to work under pressure

**Strengths**

* Self motivated and ability to communicate with other staff and motivate them
* Problem solving and decision making
* Good Analytical skill and a Quick Learner
* Focused on minute details

**contacts**

**Email Address**  : [Elizabeth-396661@2freemail.com](mailto:Elizabeth-396661@2freemail.com)

**Mobile Number** : +971504753686 / +919979971283

**Reference** : Mr. Anup P Bhatia, HR Consultant, Gulfjobseeker.com

**YouTube Video CV**

<https://www.youtube.com/channel/UCdsv_v9Czkx2Dc8bW4Bt4wA>

**View My CV on Gulfjobseeker.com CV Database**

<http://www.gulfjobseeker.com/employer/cv_database_highlighted_cv_freetocontact.php>

**Chat with me Live on Zoom**

<https://zoom.us/j/4532401292?pwd=SUlYVEdSeEpGaWN6ZndUaGEzK0FjUT09>

**References**

Can be provided upon request

**Declaration**

I declare that the information provided above is true and correct to the best of my knowledge.

Elizabeth