

# CURRICULUM VITAE

## FRANK SSEBUUFU

### Contact Me

+971 58 228 8610

franksky300@gmail.com

Dubai - UAE



### Bio - Data

Date of Birth : 09/10/1996

Nationality : Ugandan

Gender : Male

Status : Visit Visa

Passport No : A00277051

## POSITION : SALES ASSOCIATE

### CAREER GOAL:

Excellent customer service, communication and listening skills with cash Effective at multi-tasking and maintaining a friendly attitude under pressure. Efficiently builds loyalty and long-term relationships with customers while consistently achieving individual sales goals.

### PERSONAL SUMMARY:

A well-presented, articulate and confident man with experience, having a good personality and good communication skills with the ability to work in a multi-national environment.

### SKILLS

- Computer skills (Microsoft word, Microsoft excel, Microsoft power point, typing etc.)
- Coordination skills
- Communication skills
- Research and planning skills
- Leadership skills
- Good knowledge of sales, marketing and customer services.
- Excellent knowledge of warehouse management systems and logistics.
- Strong team player.
- Excellent knowledge in e-com, PDA operations
- I am ambitious and a dedicated person.
- Possess good listening and problem solving skills.

### WORKING EXPERIENCE

**COMPANY** : BIDCO (U) LTD  
**LOCATION** : Kampala - Uganda  
**POSITION** : Sales Associate  
**DURATION** : 2Years

## **Roles and responsibilities**

- \* Generating leads.
- \* Meeting or exceeding sales goals.
- \* Negotiating all contracts with prospective clients.
- \* Helping determine pricing schedules for quotes, promotions, and negotiations.
- \* Preparing weekly and monthly reports.
- \* Understanding and promoting company programs.
- \* Obtaining deposits and balance of payment from clients.
- \* Preparing and submitting sales contracts for orders.
- \* Visiting clients and potential clients to evaluate needs or promote products and services.
- \* Maintaining client records.
- \* Answering client questions about credit terms, products, prices, and availability.

## **ACADEMIC QUALIFICATION:**

High School.

## **LANGUAGE**

English

## **REFERENCES**

Available upon request

## **DECLARATION:**

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

**FRANK SSEBUUFU**