**CURRICULUM VITAE**

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**Name: Efamba Carine Woji**

**Mobile – 0589084925**

Nationality: Cameroonian

**UAE, Abu Dahbi**

**Visa status; tourist visa (fresh)**

**Date of Birth: 12 February 1990**

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# **SALES REPRESENTATIVE**

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## Duties and Responsibilities

As a sales representative (or sales rep) my responsible is to overseeing the sale of products or services from beginning to end. I am the direct point of contact with a customer and in charge of ensuring a customer’s needs and expectations are met. As a sales representative my duty my is to know the company product or service inside and out and guide customers through the purchase process efficiently and satisfactorily.

## **Sales Representative: My Duties and Responsibilities**

* Acquires new customers by reaching out to leads
* Researches customer’s individual or business purchase needs
* Serves existing customers by optimizing current purchase plan
* Adjusts sales tactics based on tests and new insights in the field
* Resolves customer complaints and queries
* Submits purchase orders
* Informs management of purchase actions
* Maintains monthly or bi-monthly minimum goals
* Completes market research and monitors competitor activity
* Makes recommendations for the customer
* Maintains documentation of customer contact and account updates

## **Similar Job Titles**

* Sales Rep
* Sales Agent
* Telemarketer
* Retailer
* Sales Associate
* Salesperson

**My objectives**

To be a part of progressive organization where I can contribute my knowledge and skills as well as gain experience for the advancement of any career and development of my potential, abilities work effectively with people acquire fulfillment in the field I have chosen.

* Good public and interpersonal relations.
* Hardworking and result oriented.
* Pleasant manner.
* Self motivated.

**CAREER HISTORY**

 **Brasserise du cameroun kumba, Cameroon.**

**Sales Representative (January 2014 - November 2017)**

* Developing sales activities according to the sales plan, company’s products and to underwriting guidelines
* Holding sale and rental portfolio.
* Responsible of meeting the sales target assigned by sales manager.
* Conduct presentations whenever needed to potential customers.
* Liaise with underwriting department to ensure preparation & supply of tenders and offers according to requirements and time limits.
* Submitting offers and quotations to clients.
* Follow-up offers’ status.
* Investigate on new tenders & business opportunities. Submitting reports on regular basis about the sales activities

**Njiforbi supermarket (december2017-january 2018)**

**Key responsibilities Handled**

I have Successfully Been shift in charge for close to 1month responsible of taking over a shift supervising a smooth running and making sure a give a complete handover.

Responsible for maximizing sales and providing excellent customer care to shops customers.

Constantly working to develop and increase sales under the supervision of the Shop Manager.

**Our Family shop Cameroon (2011-2015)**

**Duties and responsibilities:**

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* Liaise with underwriting department to ensure preparation & supply of tenders and offers according to requirements and time limits.
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##  **My Sales Representative Qualifications**

* High school diploma
* Additional certifications and other professional development experience
* 2+ year of sales experience
* Customer service and people skills
* Phone, email, and chat communication skills
* Prospecting skills
* Territory management aptitude
* Persuasion, negotiation, and closing skills
* Ability to meet deadlines and financial goal minimums
* Patience to deal with customer issues and calls that do not end in a sale
* Motivation skills and a positive attitude

### PROFESSIONAL QUALIFICATIONS

-Diploma in sales and marketing.

-Holder OF GCE English and French Languages Certificate

### EDUCATIONNAL QUALIFICATIONS

Advanced level certificate

Ordinary level certificate

### LANGUAGES

English, can read, write and speak (excellent)

French can read, write and speak (good)

Sincerely hope that my application will draw your kind attention and I am confident that an

opportunity for an interview is given to me at your earliest convenience.

**Personality Traits**

**Own my own shop small in my country**

* Unmatchable communication skills in written and verbal both.
* Strong motivational and logical skills.
* Ability to persuade the people.
* Ability to produce the best result in pressure situation.