OGE MARY OSHONE



Summary

customer service skills and relationship-building strengths. Dedicated to welcoming customers and providing comprehensive service.

Experience

## UAE. Exhibition store.S Dubai marina SALES REPRESENTATIVE

* 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.
* Giving sales presentations to a range of prospective clients.
* Coordinating sales efforts with marketing programs.
* 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.

**CUSTOMER SERVICE OFFICER HALO HOTEL DEIRA DUBAI**

* Resolve customer complaints via phone, email, mail, or social media.
* Use telephones to reach out to customers and verify account information.
* Assist with placement of orders,efunds
* Take payment information and other pertinent information such as addresses and phone numbers.
* Place or cancel orders.
* Answer questions about terms of sale.

### Contact

#### +971554933508

omozuapomary@gmail.com

### Highlights

* 4 Year Dubai Professional Experience
* 2 Years’ experience in home country Including;
* STRATEGIC MANAGEMENT AND PLANNING CERTIFICATE (HOME COUNTRY)
* PROFECIENCY CERTIFICATE IN MS OFFICE
* Communication: English(Fluently)

INTERPERSONAL SKILLS

* Work ethic
* Self confidence
* Relationship management
* Good listening skills
* Positive attitude
* Workplace etiquette
* Ability to work alone and within a team

PROFESSIONAL SKILLS.

* Product knowledge.
* Communication skills.
* Active listening skills.
* Rapport-building skills.
* Time-management skills.
* Organizational skills.
* Social media skills.
* Problem-solving skills.

**Personal Details**

Nationality: Nigerian

Current Location: Dubai

Total Experience: 05+ Years

Marital Status: Married

Visa Status: Husband Visa (Spouse)

* Attempt to persuade customer to reconsider cancellation.
* Inform customer of deals and promotions.
* Sell products and services.
* Utilize computer technology to handle high call volumes.
* Work with customer service manager to ensure proper customer service is being delivered.

SHOPRITE DELTA MALL NIGERIA SALES REPRESENTATIVE.

* Serves customers by selling products and meeting customer needs.
* Services existing accounts, obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors.
* Adjusts content of sales presentations by studying the type of sales outlet or trade factor.
* Focuses sales efforts by studying existing and potential volume of dealers.
* Submits orders by referring to price lists and product literature.
* Keeps management informed by submitting activity and results reports, such as daily call reports, weekly work plans, and monthly and annual territory analyses.

Education

HIGHER NATIONAL IN ACCOUNTING NIGERIA.

NATIOAL DIPLOMA IN ACCOUNTING AND FINANCE

OVWIAN SECONDARY SCHOOL (High School), NIGERIA.

**REFERENCE**

Available on request

**DECLARATION**

I hereby certify that the above information are true and correct to the best of my knowledge and beliefs.

OGE MARY OSHONE

Applicant.