



BELINDA DONKOR

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PROFESSIONAL EXPERIENCE

Retail Assistant Associate – Event Management Solution Dubai, UAE (2018-2020)

Customer Care Service/Cashier- Chuckie Chees- Saudi Arabia (2016-2018)

Sales Promoter: Nestle Ghana (2014-2016)

Responsibilities for Retail Sales Assistant

- Serves customers by helping those select products.
- Drives sales through engagement of customer's suggestive selling upselling and sharing products.
- Greets and receives customers in a welcoming manner.
- Responds to customers questions.
- Directs customers by escorting them to racks and counters.
- Document sales by creating or updating customer's profiles

Responsibilities for Sales Promoter

- Plan and schedule visits to point of sales to promote products and service
- Communicate customer orders and requirement to customer service and care department
- Ensure delivery of products to customers in a timely manner.
- Promote sales and services to customers
- Responds to customers' needs and requirements
- Promote product to sell in a big chain stores.

PERSONAL STRENGTHS

- Able to work in a team
- Keen to learn, develop and maintain up to date knowledge
- Participates in general updates regarding the hospitality industry
- Reliable and Hardworking person
- Quick Learner

DECLARATION

I hereby confirm the above information given is true and correct to the best of my knowledge

OBJECTIVES

A dynamic smart and interactive young lady with a sound professional background, good knowledge in sales and hospitality industry seeking placement in a challenging and collaborative environment where integrity and corporate covariance in highly valued with the objective of contributing to the growth of the company.

LANGUAGE PROFICIENCY

- Fluent in English
- Basic Arabic
- Basic French

DATE OF BIRTH

28th October 1989

EDUCATIONAL QUALIFICATION

- UNIVERSITY OF GHANA
BACHELOR DEGREE IN SOCIAL SCIENCE
- ALISON DIPLOMA COURSE IN EDUCATION
(ONLINE ATTAINING E-COMMERCE)

SKILLS

- General Math Skills
- People Skills
- Excellent customer skills
- Selling to customer needs listening
- Meeting Sales Goals