

CURRICULUM VITAE

Name : MANTHO ZOYEM Nadia Karelle
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POST APPLYING FOR: SALES

OBJECTIVE

A dynamic, smart and interactive young women with a sound professional good knowledge of protection of people and properties and is seeking for placement in any collaborative and challenging environment, where integrity and cooperate governance are highly valued with objective to support the organization to achieve its goals.

OVERVIEW

A result oriented self starter, dynamic sales representative/supervisor, good learner and effective communicator, problem solver, with ability to focus on solutions and proactive. Making sure the company is met international and local laws of sales with the aim to minimize loses.

EDUCATION QUALIFICATION:

♣ ADVENCE LEVEL

WORK EXPERIENCE:

- ♣ SANTA LUCIA DOULA CAMEROON (2016 to 2018)
- ♣ POSITION: Customer service
- ♣ SALES AGENT at MTN CAMEROON (from 2019 to date)

RESPONSIBILITIES:

- Regular and punctual to my work.
- Checking and cleaning of the work site.
- Receiving and introducing new products to customers.
- Stock taking and sales recording.
- Issue of receipts.
- Responsible and accountable to my supervisor.
- Testing all new electronics to make sure they are in good conditions.

- Taking care of transactions that comprises of making transfer of money and keep some in the banks account collecting and keeping the receipts for future use.

ORGANISATIONAL AND PERSONAL SKILLS:

- Treat my customers with care in accordance to professional ethics
- Innovative with good analytical skills, loyalty, faithful, obedient, willing to work under pressure.
- Good aptitude or team work
- Always willing to learn and adapt very fast
- Can conveniently work with people from different countries.
- Good social and interactive skills.

TECHNICAL SKILLS:

- Can access the internet to get information.
- Good at Micro Soft Word.

LANGUAGE PROFICIENCY:

ENGLISH: Speak excellent and write excellent.

FRENCH: Speak excellent and write excellent.

CONCLUSION & DECLARATION:

I hereby certify that the above mentioned Statement is correct and true to the best of my knowledge and belief.