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**CURRICULUM VITAE**

**ELSIE NICOLE OLLANDO**

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**PERSONAL DETAILS**

Languages : English , Swahili written and spoken.

Religion. : Christian

Sex. : Female

Visa status : Visit Visa (28 -04 -19)

Nationality : Kenyan

**EDUCATION BACKGROUND**

**KATITO POLYTECHNIC**

CERTIFICATE IN COMPUTER PACKAGES

**KIHARA HIGH SCHOOL**

KENYA CERTIFICATE OF SECONDARY EDUCATION

**VISA OSHWAL PRIMARY SCHOOL**

KENYA CERTIFICATE OF PRIMARY EDUCATION

**CAREER OBJECTIVE**

To be able to work in a company where I could be a career path and utilize my knowledge and ability at the same time would be given an opportunity to grow and become a better person.

**PERSONAL SKILLS**

* Ambitious, self-driven able to work under no supervision and ability to attain set goals and objectives within the stipulated time set.
* Good team player and able to interact with people of different cultures. .
* Excellent communication skills on both social and professional level.
* Confident, focused, responsible and hardworking with good organizational skills.
* Fast leaner and able to work in any environment within a short span.

**SALES REPRESENTATIVE**

 **SELENZO MART : 2017**

* Greet and assist customers as they shop for new products.
* Expedite the resolution of customer problems and complaints to maximize satisfaction.
* Achieve agreed upon sales targets and out comes within schedule.
* Coordinate sales effort with team members and other departments.
* Suggest applicable and relevant up sell to help customers walk out the door with everything the needed.
* Learn how the product work and how to trouble shoot issues with the customers.

**HOBBIES**

* Listening to music
* Travelling
* Reading.

**REFEREES**

Available upon request.