**SALES CURRICULUM VITAE**

NAME: Uzoma Lorita Ugoma

NATIONALITY : Nigerian

Sex : Female

Marital Status : Single

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Visa Status : Tourist Visa

**PERSONAL SUMMARY:**

I am looking for an opportunity in a growing organization wherein I can deliver my skills and experience to help grow the organization and further develop my skills and knowledge. I am self-motivated, results oriented with an attention to detail. I am adaptable, hardworking and eager to learn. I have very good analytical, organizational, report writing and communication skills. Given an opportunity, I am confident I will deliver.

**Education and certification**

**National diploma (ND) 2015**

**Senior secondary school 2014**

**Career Objectives:**

I am an ambitious and experience-seeking, knowledgeable to work as a sales executive, looking for a placement where I can create a competitive environment leading to company and professional growth.

**RECENT EMPLOYMENTS:**

**Davis boutique ( June 2015-2017)**

Working as part of an enthusiastic team within a commercial, sales driven and fast paced fashion

retail environment. Responsible for driving sales, ensuring good customer service, building

relationships suppliers, and ensuring the smooth running of the shop floor.

* Actively greeting customers and maintaining a level of conversation during their store visit.
* Taking decisive action to improve the branch performance.
* Dealing with all customer complaints in a professional and courteous manner.
* Sourcing major and unique fashion shows and events.
* Attending and representing the business at trade shows and external events.
* Maintaining superb visual standards within the store.
* Promoting specific lines under the guidance of management.
* Unpacking and checking all new stock deliveries.

**Organisation: Shoprite Ikeja**

**Period: February2017 to May 2018**

**Key responsibilities:**

* Create awareness to the population about the company by distributing brochures and talking to people about the organisation.
* Sale of company products.
* Register and activate products for customers to ease use.
* Educate customers how to use purchased products.
* Increase sales of products in the market.
* Contacting prospective customers and discussing their requirements.
* Achieving all revenue targets & objectives in line with the Area Business Plan.
* Reporting business trends and area performance to the Sales Manager.
* Developing and maintaining successful business relationships with all prospects.

**Organisation: Beriven Consulting firm(Buea Cameroon)**

**Period:**  **July to December 2015**

* Charged to sign up potential clients to the firm
* Contribute to Propose marketing strategies to clients
* Communicate with clients to get feedback
* Contribute to carrying out SWAT analysis to clients and competitors.
* Contacting prospective customers and discussing their requirements.
* Reporting business trends and area performance to the Sales Manager.
* Developing and maintaining successful business relationships with all prospects.

 **KEY SKILLS**

- Excellent communication and presentation skills.

-Customer service skills

-Up selling, Market and Promotions

-Great sense of style

-Attention to detail

-Ability to evaluate tasks and suggest improvements.

-Ability to prioritize workload; work effectively under pressure and to tight deadlines.

-Ability to work for longer hours and a good team player

-Superior time management skills

 -General Office skills with proficient use of Microsoft Office, Proficient knowledge using Sales force.
- Excellent communication and presentation skills.

-Customer service skills

-Up selling, Market and Promotions

-Great sense of style

Attention to detail

**Language**

**English (Excellent)**