



# FRANCIS AMPONG

Dubai - UAE  
+971 52 295 6912

## POSITION APPLIED: SALES EXECUTIVE

### OBJECTIVE:

I am seeking opportunities to join a company that can help me in enhancing my skills, strengthening my knowledge and realizing my potential. I am willing to explore a wide variety of opportunities that can help me gain perspective as well as afford me the opportunity to handle challenging jobs that will enhance my analytical ability and decision making.

### EDUCATION:

- GENERAL CERTIFICATE (BUSINESS ACCOUNTING & MANAGEMENT)
- HIGH SCHOOL DIPLOMA

### SKILLS:

- Excellent verbal and written communication.
- Punctual, reliable and trustworthy.
- Attention to detail.
- Able to create sales presentations.
- Logical and Analytical.
- Microsoft Excel skills
- Ability to work independently and in a team
- Working knowledge of CRM software.
- Excellent listening skills.
- Computer literacy.
- Knowledge of Information management systems.
- Research and planning skills.

### LANGUAGES:

- English

### EXPERIENCE:

#### SALES EXECUTIVE(4 YEARS UAE EXPERIENCE) (2018 – 2022 – 04 YEARS)

- CONCORD STARS CONTRACTING LLC, DUBAI – U.A.E

#### SALES EXECUTIVE

(2014 – 2018 – 04 YEARS)

- HOLLARD INSURANCE COMPANY, ACCRA – GHANA.

### JOB RESPONSIBILITIES

- Performing data entry asks for sales figures, metrics and other relevant information and maintaining an organized and accessible filing system.
- Actively seek out new sales opportunities through cold calling, networking and social media.
- Managing customer accounts, following up with customers for administrative purposes.
- Create frequent reviews and reports with sales and financial data.
- Collaborate with team members to achieve better results.
- Gather feedback from customers or prospects and share with internal teams.
- Ensure the availability of stock for sales and demonstration.
- Consult with sales and marketing teams to ensure efficiency.
- Accept payments and record sales using cash register systems.
- Stay up to date with the latest sales trends and best practices.
- Answer customer questions about product and services.
- Ensuring high level of customer satisfaction through excellent sales services.
- Assisting with inventory management.
- Negotiate/close deals and handle complaints or objections.
- Participate on behalf of the company in exhibitions or conferences.

### PERSONAL DETAILS:

Date of Birth: 25/05/1990  
 Marital Status: Single  
 Nationality: Ghanaian  
 Visa Status: Employment Visa  
 Passport Number: G2209001

### DECLARATION:

I hereby declare that all the information provided above is true to the best of my knowledge and belief.

FRANCIS AMPONG