



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