

Elton Jeru

Villa 88 Street 25c AL Barsha 3 Dubai, United Arab
Emirates



OBJECTIVE

Organized and motivated employee able to apply time management and communication skills in various environment. Dedicated team player who can be relied upon to help the company achieve its goals. Seeking to obtain a job as a customer representative where I can use my exceptional interpersonal and communication skills to resolve customer issues and foster a positive relationship between the customers and the company

PERSONAL INFORMATION

Name: Elton

Father Name: Jeru

Mobile Number: +971 508207473

Email: eltonnjeru@gmail.com

Nationality: Zimbabwean

Languages: English and Shona

EDUCATION

High School
Highfield 2 High School
Harare
Zimbabwe

SKILLS

- Customer service
- Communication
- Critical thinking
- Computer literacy
- Time management
- Work ethic
- Team oriented approach

EXPERIENCE

Rainbow Towers Group of Hotels- *Harare, Zimbabwe*

Food server/Waiter

January 2017- July 2018

*Took food and drinks orders and provided high quality customer service.

*Supported other areas of the restaurant as necessary, such as set up, clean up, prep work and equipment maintenance

Super Spar Parklands- *Cape Town, South Africa*

General assistant

August 2018 - October 2019

*Working as a general assistant and merchandiser in a retail shop.

*Directing customers to the shelves with what they want and assist with their shopping.

Telkom Telecommunication- *Cape Town, South Africa*

Call attendant

October 2019- March 2021

*Performed basic data entry for online customer database

*Answering phone calls and assisting customers with initial inquiries

*Establishing trusting relationship with customers

Fly Emirates- *Dubai, United Arab Emirates*

Aircraft Loader

October 2021- To date

*Loading baggage into the aircraft.

HOBBIES

Disc Jockey

Internet surfing

Sightseeing

PROFESSIONAL SUMMARY

Food service worker with exceptional interpersonal skills. Reliable, punctual and works well under pressure. Fast food professional focused on greeting all customers in a friendly, welcoming manner.

Energetic customer service representative with over 2 years of experience resolving complex customer inquiries. Passionate about building strong customer relationships, driving brand loyalty and increasing customer engagement.

An expert at generating traffic and creating interest by presenting products in the most attractive way possible. I am able to implement retail-merchandising concept to maximize sales and inventory goals. By using simple and obvious sounds, smell and motion techniques, I encourage shoppers to buy more than they intend to. On a personal service, I am someone who carries out my duties with a purpose and strong sense of urgency.

REFERENCES

******AS PER REQUEST******