

Sadam Kigenyi
 Ugandan
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 Kigenyisadam19@gmail.com
 RETAIL SALES ASSISTANT-MERCHANDIZER.



PROFILE:

Motivated Sales Assistant-Merchandizer dedicated to providing top of the line customer service with a smile. Organized, speed, detail oriented, a self-starter and experienced in properly handling customer inquiries and transactions. Dedicated to increasing sales by providing customers with careful consideration and support. Bringing forth several years of experience achieving success in retail settings.

KEY COMPETENCIES AND SKILLS.

- *Excellent Customer service skill.*
- *Multi-tasking skills.*
- *An eye for fashion trends, direct selling and cross selling.*
- *Organizational skills.*
- *Advanced Math Skills.*
- *Deep product knowledge and organized.*
- *Team player.*

WORKING EXPERIENCE:

*MERCHANDIZER / ASSISTANT CLERK- AL RAIS AGENCIES DUBAI FAST MOVING STOCK.
 Nov.2018 – Present.*

- *Receiving merchandize and count it physically and electronically in order to ensure accuracy of information.*
- *Inspecting the quality of the products and report, the discrepancies to store manager or Assistant store manager about damaged products.*
- *Classifying and stocking the products in the stock room as per the store procedures to ensure quick availability of the product.*
- *Ensuring that products appear in the right store at the right time and in the right quantities.*
- *Tagging the newly arrived stock and or the returned products as per instructions from the senior.*
- *Assisting the sales staff in replenishing stocks on the shelves in order to ensure the availability of products at all times.*
- *Ensuring awareness and vigilance at all times of security in the store without any negligence.*
- *Developing and motivating the stockroom team, making sure they understand the importance of stockroom processes and safety.*
- *Complying with store policies and procedures to maintain a safe shopping and work environment through high standards of housekeeping.*
- *Flexible and reliable for extended hours during festival period or sale.*
- *Recording the inventory inward or outward and assisting during stock take processes.*
- *Physically fit and Ability to heavy lift 45-kilogram weight.*

UNIVERSAL CLOTHING LIMITED DUBAI RETAIL AND FASHION.

TEAM LEADER/SALES ASSOCIATE.

JUN.2014-NOV.2018.

- Greeted customers with a smile and encouraged feedback pertaining to their shopping experience.
- Handled all merchandise with care and packed customer bags neatly.
- Demonstrated product knowledge as well as polite and friendly service according to shopper experience satisfaction survey, averaging a score of A-.
- Established rapport and credibility in assisting customers' to purchase the company's product range whilst at the same time maintaining the company's standard of merchandising and ensured stock availability to achieve sales target set by the company.
- Suggested means of improving sales as well as determining "slow moving" or "non-selling" items and recommended sales action.
- Promoted the sales of products by spotting and seizing sales opportunities, offered alternative solutions to problems, suggested add on sales and achieved sales targets.
- Ensured up to date with changes in the products range such as new items or changes in existed item and kept the sales manager informed of any customer problems or comments on the product range or any gap in the range.
- Conducted daily detailed inspection in assigned areas and reviewed the availability and position of price labels, product information tags and other communication media.
- Reviewed daily stock levels on all products in assigned areas and recommended orders to the shopkeeper.
- Coordinated with other departments like procurement executive for information pertained to stock in his assigned area.
- Maintained contacts and advised customers on new or recently received items of interest as well as following up on quotations sent in an effort to convert to actual sales.
- Participated in and attended all store meetings and other related functions.
- Provided quality service in the fitting rooms, followed up with customers in a timely manner and maintained cash wrap cleanliness with attempts to add on the sale about the product.
- Created a sparkling clean and organized environment by maintaining store standards and cleanliness.
- Occasionally opened and closed the store.

EDUCATION AND ACHIEVEMENTS:

- ✓ Certificate in Microsoft office –Edox Institute Dubai. 2018
- ✓ Certificate in Logistics and supply chain management –Phoenix Institute Dubai.
- ✓ Certificate of Good conduct –Universal clothing limited 2014-2018.
- ✓ Certificate from Uganda Advanced Education "A" LEVEL. (High school) 2009.

Reference upon request.



**UNIVERSAL
CLOTHING LTD.**

CERTIFICATION

To Whom It May Concern:


This is to certify that Mr. Saddam Kigenyi, holder of Uganda Passport No. B1090075 had worked in Universal Clothing Ltd. from June 2014 until November 2018.

He worked as Team Leader of Supply who covered the duties and responsibilities of supervising the workers particularly in supplying the materials in different sections and at the same time work with them as well.

During his stay with us, his performance was good, and he managed to keep good relationship with his colleagues.

Issued this 1st day of December 2018.

Certified by:


MUHAMMADALI VIRJI
Manager
Universal Clothing Ltd.





United Arab Emirates
DUBAI



معهد فينيكس
PHOENIX EDUCATIONAL INSTITUTE

دولة الامارات العربية المتحدة
دبي

ص.ب : ٣٢٦٩٤ ، دبي - ا.ع.م.

P.O. Box : 32694, Dubai - U.A.E.

Certificate

رقم التسجيل

Roll No. A 1115

This is to certify that Mr. Ms. Kigenyi Saddam تشهد بان السيد/ السيدة

Nationality UGANDA PASSPORT: B 1090075 الجنسية

has successfully completed a course in CERTIFIED LOGISTICS & SUPPLY CHAIN MANAGEMENT PROFESSIONAL قد أكمل/ أكملت الدورة المقررة في

and has been awarded a grade of EXCELLENT وبذلك فقد تم منحه / منحها درجة

During the period from 19-Jun-15 To 14-Aug-15 من خلال الفترة

Date of Issue 14-Aug-15 تاريخ الاصدار

Permitted by
مجلس المعرفة والتنمية البشرية
KNOWLEDGE & HUMAN DEVELOPMENT AUTHORITY
PERMIT NO: 00074

