

CURRICULUM VITAE

SAUDAH NALUNGA

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Dubai U.A.E



Looking for: **SALES**

Objective

An energetic, hardworking Sales lady. A bright, talented and individual with a bubbly, friendly personality and the ability to work as part of a team. Currently looking for an interesting and challenging role of Sales.

Experience

- **COMPANY : GCC CONSULTING MARKEING, DUBAI**
- **POSITION : SALES**
- **YEAR : 2 YEARS**

- **COMPANY : MIDLE EAST CONSULTANT, ABU DHABI**
- **POSITION : SALES**
- **YEAR : 4 YEARS**

Responsibilities

- Receiving the customers' orders and arrange to them in very fast way.
- Add new customers and manage existing customers to the company database.
- Manage all invoices
- Arrange daily, weekly and monthly reports
- Welcome all the visitors and register them in the system
- Explain the visitors all the rules and show them all whole place
- Manage all the visitors' requirements
- Finding new customers and increase the sales to the existing customers.
- Working as part of team and assisting colleagues when necessary.
- Handling difficult and aggressive customer in the professional manner.
- Greet customer and asserting what each customer wants or needs, without being overbearing.

Personal Attributes

- Positivity attitude, assertive, confident and esteemed personality
- Highly motivated to improve personal contribution to the department.
- Performs exceptionally well under pressure. Enjoys solving crises\
- Ability to hares information clearly and concisely based on problems and solutions to non-technical

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clients

- Ability to priorities, work under pressure and meet deadlines• Greet and escort customers to their tables
- Provide excellent customer service to guests
- A patient and methodical approach
- Eager to accept new tasks and responsibilities associated with the job as it grows.
- Accomplishes workload responsibilities on time without prompting
- Has ability to effectively communicate complex topics
- Quick learner of new technologies

Education

High School Certificate

Wakiso Moslem High School, Uganda

Personal Profile

Date of Birth : 01/06/1987

Gender : Female

Marital / status : Married

Nationality : Uganda

Passport No. : B1190670

Date of Expiry : 04/03/2025

Visa : Visit Visa

Languages : English & Arabic

Declaration

I hereby declare that the above mentioned information is true and correct in the best of my knowledge and belief.

SAUDAH NALUNGA