

PERSONAL INFORMATION

Name: ADIJAT MOTUNRAYO ANIMASHAUN
Date of Birth: 06-09-1996
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Nationality – Nigeria
Gender - Female
Visa Status – Visit visa
Marital status: Single



POSITION APPLIED- SALES REPRESENTATIVE/CASHIER

CAREER OBJECTIVES

To work in an environment where my education experience and professionalism will be utilized in meeting the business needs of the company. My goal is to develop a career within a dynamic organization that fosters team work, accelerated growth and whose overall interest is channeled towards achieving and maintaining organizational goals.

SUMMARY OF SKILLS:

- Advance knowledge of computer programs
- Excellent interpersonal and leadership skills that can motivate people
- Comprehensive oral and written communication skills in English.
- Sociable with excellent customer care skills
- Goal oriented and ability to work in a team environment

WORK HISTORY:

1. COMPANY : Musaroq Mall
POSITION : Cashier
DURATION : 2015-2017
2. COMPANY : Addide Super Market.
POSITION : Sales Representative/Cashier
DURATION : 2017-2019
3. COMPANY : Shoprite
POSITION : Sales Representative
Duration : 2019-2020

DUTIES

- Making sales orders
- Greet customers entering store.
- Maintain clean and orderly checkout areas.
- Receive payment by cash, check, credit cards, vouchers, or automatic debits.
- Issue receipts, refunds, credits, or change due to customers.
- Count money in cash drawers at the beginning of shifts to ensure that amounts are correct and that there is adequate change.
- Present presentations to the customer both verbally and written.
- Handled customer queries and provided alternatives for customer in cases of emergency situations
- Builds new client relationship as well as maintains the existing one through effective service
- Achieving sales targets through competitive sales strategies
- Getting feedback from the customers, listening and solve complaints
- Preparation of sales plan and marketing products to walk in customers
- Involved in developing sales and pricing strategies of new appliances on market.
- Establish or identify prices of goods & services by means of cash registers, or optical price scanners.

EDUCATION BACK GROUND

- High School Certificate
- Diploma in Accounting

LANGUAGES SPOKEN

English

HOBBIES:

Traveling, reading novels, listening music

REFERENCES

Available on request