

CURRICULUM VITAE

PERSONAL PROFILE

Name : SIMON NAMBE EBUTA
Passport No : A10269950
Visa status : Own Visa
Nationality : Nigerian
Date of Birth : 19-01-1988
Gender : Male
Marital Status : Single
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SALES REPRESENTATIVE

OBJECTIVE

To obtain a responsible, a challenging position and to be able to share, improved and make full use of my knowledge and skills for the growth, betterment and progress of an established organization dynamically

SUMMARY OF SKILLS:

- ❖ Friendly and polite people skills for working in a team and supporting customers
- ❖ Strong communication ability – verbal, written and listening skills
- ❖ Team player and dependability
- ❖ Positive/ high energy levels
- ❖ Cultural awareness and sensitivity relating to multi-nationalities
- ❖ Demonstrative sound work ethics
- ❖ Knowledge of ms-office

WORK EXPERIENCE:

- COMPANY** : ASAD RAHMAN MOBILE PHONES TRADING LLC Deira, Dubai-UAE
Position : Sales Representative
Duration : 2019 to 2021
- COMPANY** : MIKYLORD ELECTRONIC FOUR CORNER IKOM Nigeria
Position : Sales Representative
Duration : 2016-2018

DUTIES AND RESPONSIBILITIES:

- ❖ Provide direct customer services by informing them of products and services
- ❖ Ensure that customers are directed to the appropriate aisle
- ❖ Create and execute appropriate strategic plans to bring in more business
- ❖ Conduct market research to identify trends and manage sales activities accordingly
- ❖ Meet individual and company sales targets
- ❖ Promote new products to walk-in customers and record orders
- ❖ Handle and resolve customers' complaints

- ❖ Explain products' value and capabilities to customers
- ❖ Process payments in terms of cash, checks and credit cards
- ❖ Verify the validity of paper money and credit cards
- ❖ Stock shelves with appropriate products and ensure correct price tagging
- ❖ Maintained promotional database by inputting invoice and bill-back data.
- ❖ Resolved order and inventory problems by investigating data and history.
- ❖ Maintained customer database by inputting customer profile.
- ❖ Accomplished department and organization mission by completing related results.
- ❖ Assisted shoppers to find the goods and products they were looking for.
- ❖ Recruit, interview, hire and train all personnel in commercial sales division
- ❖ Devise and develop unique goal oriented, corporate sales strategies.

LANGUAGES

English

SPECIAL SKILLS

- ❖ Profound knowledge of Sales
- ❖ Proficient with contract coverage
- ❖ Ability to work under pressure
- ❖ Ability to work as part of a sales team
- ❖ Ability to Multi-task in a fast paced environment

EDUCATION

Diploma

DECLARATION

I do here by declare that the above given details are true and accurate to the best of my knowledge.