

Name : EMEM AKPAN
Address : SHARJAH AL NALDA
Mobile : +971506914681
Date of Birth : 12th April, 1986
Nationality : Nigeria
Sex : Female
Visa Status : Employment
E mail : peaceakpan12@yahoo.com



APPLY FOR POST OF SALES REPRESENTATIVE

OBJECTIVE

Seeking a position as a **Sales Representative**, to work in an organization where professionalism, quality of service, productivity, accountability and customer relationship are of great value or importance enhance by true team spirit

SALES REPRESENTATIVE SKILLS

- Strong communication skill with customers
- Good knowledge of product
- A team player with high sense of responsibility
- Committed to qualitative service
- Self motivated

COMPUTER SKILLS

High level of proficiency in the use of Microsoft office application such as Ms-Word and Ms-Excel, with good interpersonal skills as well as data analysis

PROFESSIONAL EXPERIENCE

CMI TRAVEL AND TOURISM LLC

Sales Executive/Accountant

January 2020 – Nov. 2020

Responsibilities

- Get clients for visas on arrival/visa renewal
- Book tickets/hotel reservation/tour packages for customers
- Updating the company CRM
- Receive money and do accounting transaction for the company
- Balance all company accounts
- Typing and posting visas into the government portal

- | | |
|--|-------------|
| 1. JUSTRITE SUPERSTORE, NIGERIA | 2015– 2017 |
| 2. LINK POINT, NIGERIA | 2013 – 2015 |

RESPONSIBILITIES

- Establish, develop and maintain positive business and customer relationship
- Greet and assist customers as they shop for new products
- Suggest applicable and relevant upsells to help customers walk out the door with everything they need
- Perform cost benefit and needs analysis of existing /potential customers to meet with their needs
- Promote and sell products/services using solid arguments to existing and prospective customers
- Reach out to customers' needs through calling
- Coordinate sales effort with team members and other departments
- Continuously improve through feedback
- Supply management with reports on customer needs, problems, interests, competitive activities, and potential for new products and services
- Keep abreast of best practices and promotional trends
- Analyze the territory/market's potential, track sales and status report
- Achieve agreed upon sales targets and outcomes within schedule
- Assist other team member with transactions when necessary

EDUCATIONAL QUALIFICATION

- | | |
|--|------|
| ➤ Certificate of National Service | 2019 |
| ➤ BSc in Public Administration, Second Class Lower | 2018 |
| ➤ High school certificate | 2013 |