

**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. <b>JUSTRITE SUPERSTORE, NIGERIA</b> | 2015– 2017  |
| 2. <b>LINK POINT, NIGERIA</b>          | 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 |