

CURRICULUM VITAE

NAME : Ann Mutheu Alex
Nationality : Kenyan.
Gender : Female
Language : English, Swahili
Mobile No : 0748422299
Email : alexann035@gmail.com
POSITION : Sales Representative



Career Objective

To be a human resource practitioner of a company or organization that is highly motivated preferably in a competitive and challenging environment so as to utilize proven practical and professional skills while making quality impact towards achieving the goals and objectives set and hence attaining the best standards in field work.

Skills

- ❖ Fully proficient in managing external and internal relationship.
- ❖ Independent as well as a team player with strong organization skills.
- ❖ Willing to learn and take on new challenges.
- ❖ Goal driven achiever who adheres to strong work ethics.
- ❖ Thrive in both independent and collaborative work environments.
- ❖ Excellent command of both written and spoken English.
- ❖ Advanced communication skills.
- ❖ Clean and presentable all times.

WORK EXPERIENCE

2020-2022

Two Rivers Mall

Position Held: Sales Representative

Duties and Responsibilities:

- ❖ Ensuring working areas are kept clean tidy and organized
- ❖ Answer questions from customers.
- ❖ Keeping stock.
- ❖ Using my product knowledge to help customers decide what's right for them.
- ❖ Cleaning and replenishing the shelves.
- ❖ Promoting offers and other bonuses in store.
- ❖ Supporting the management team where possible.
- ❖ Accept payments from customers and thanking them for the purchase of goods.
- ❖ Opening and closing the store in the right time.
- ❖ Delivering the highest standards of service to our guests
- ❖ Proficiently managing a full section and other team members

2019-2020

Naivas Supermaket

Position Held: Sales Representative

Responsibilities:

- Provide the perfect service experience for every Guest
- Ensure the Guest feels important and welcome in the store.
- Cleaning and replenishing the shelves
- Adhere to timing standards for products and services
- Look for ways to consolidate service and increase turns
- Keeping stock
- Responsible for the daily operations

- Responsible for meetings
- Greeting and providing customers with an exceptional level of science from the moment they enter the store
- Apply positive suggestive sales approach to guide Guests
- Looks for ways to avoid waste and limit costs

EDUCATION BACKGROUND

YEAR	INSTITUTION	QUALIFICATION
2017-2020	Ruthimitu Girl Secondary School	Kenya Certificate of Secondary Education (C – (minus))
2005-2016.	Umoja1 Primary School	Kenya Certificate of Primary Education.

PROFESSIONAL CERTIFICATES

- Computer Certificate.

PERSONAL ATTRIBUTES

- Excellent communication skills producing user friendly reports.
- Works well with individuals with diverse backgrounds
- Good organization and planning skills.
- Friendly personality, positive attitude and keen to help clients
- Problems solving, ability through statistic information gathering and comprehensive analysis.

HOBBIES

Reading motivational literature.

Community work.

Travelling and listening to music.

REFERENCES

Name:	MR. PATRICK W. MAMBO
Position:	MANAGER
Company:	Two Rivers Mall
City, Country:	NAIROBI, KENYA
Tel No.:	020 – 720 000
Email:	tworiversmall@yahoo.com

Name:	NICHOLAS NJUNGE
Position:	MANAGER
Company:	Naivas Supermaket
City, Country:	NAIROBI KENYA
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