

CIU

COMFORT UKEME ETUK

CUSTOMER SERVICE & SALES



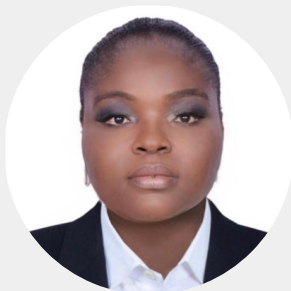
United Arab Emirates



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ABOUT ME

I am a highly communicative professional with extensive experience in delivering exceptional customer service within both sales and dynamic office settings. With a proven ability to manage multiple tasks with precision and efficiency, I am dedicated to meeting targets and ensuring an outstanding experience for all customers. My commitment to excellence drives my performance in every interaction.

EDUCATION

BSC : ENTREPRENEURIAL & BUSINESS MANAGEMENT

National Open University of Nigeria / 2018

LANGUAGE

- English

WORK EXPERIENCE

Solid Rock, UAE

Sep 2022 - Feb 2024

CUSTOMER SERVICE & OFFICE ASSISTANT

- Welcomed clients professionally, enhancing customer satisfaction.
- Answering calls and queries.
- Provide clerical support to all employees.
- Received payment via transfer & pos machine.
- Replenish low level stock.

Mikano

International Limited, Nigeria

Apr 2019 - Jun 2022

TELESALES

- Demonstrated expertise in utilizing modern sales techniques to increase product sales and customer loyalty.
- Provided customer service and technical support to address customer inquiries, complaints, and feedback.
- Generated new sales leads through outbound calling and email campaigns.
- Met and exceeded individual and team sales targets.

SHOP RITE MALL

Apr 2016 - Dec 2017

CASHIER

- Itemizes and total purchases by recording prices, department, taxable and non-taxable item; and operating a cash register.
- Maintains checkout operations by following policies and procedures and reporting needed changes.
- Processes return transaction.

SKILLS

- Administrative support
- cash register
- Excellent communication skills
- Positive attitude
- sales goals
- Telemarketing