

## CURRICULUM VITAE

### PERSONAL INFORMATION

**Name:** Elizabeth Opoku Agyemang

**Number:** +971 521609013

**E-mail:** gakpejoshua7@gmail.com

**Date of birth:** 3rd may 2003

**Sex:** female

**Nationality:** Ghanaian

**Language:** English

**Marital status:** Single



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**Post Applied For Sales officer**

### CAREER OBJECTIVE:

I am hard-working and dependable individual seeks employment with a company that has a longstanding track record for providing outstanding service

### SKILLS:

- Very Energetic result oriented and organized
- Physical mobility and Stamina to do all tasks.
- Extremely hardworking self-motivated and able to work independently in a team environment under supervision.
- Keep excellent interpersonal relations with colleagues and be ready to help them.

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### Working Experience

**As A sales officer**

**Accra West Hills Mall.**

**Duration 2 years.**

#### **Duties and Responsibilities of a sales officer**

- Manage transactions with customers using cash registers.
- Scan goods and ensure pricing is accurate.
- Collect payments whether in cash or credit.
- Issue receipts, refunds, change or tickets.
- Redeem stamps and coupons.
- Cross-sell products and introduce new ones.

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### **EDUCATION QUALIFICATION**

- West African Senior High School Certificate Examination (WASSCE)
- (BECE) Basic Education Certificate Examination

### **PERSONAL COMPETENCIES**

- Computerliterate
- Ability to use positive words
- Good interpersonal skills
- Highly punctual
- Discipline and well organize
- Ability to work with or without a supervisor
- Ability to offer outstanding customer service.

#### PASSPORT DETAILS:

- • Passport No: A0251212
- • Date of Expiry: 2nd July,2033
- • Visa Status: own visa

#### Declaration:

I am Elizabeth Opoku Agyemang, with this declaration , that the information is accurate to the best of my knowledge and belief and nothing has been concealed or distorted.

