



JOAN NAMBOLANYI

POST APPLIED FOR : SALES

Objective

A Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience a place where am encouraged and permitted to be an active participant as well as vital contributor on development of the company.

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 inter personal relations with colleagues and ready to help them.

Professional Work Experience

- Company : Joyce Foundation Uganda Africa
- Position : **SALES**
- Duration : 1 year.

- Company : Denoval Ntake Pvt Ltd Uganda Africa
- Position : **SALES**
- Duration : 1 year.

Duties and Responsibilities

- ✚ Maintaining the technical expertise and product knowledge necessary to make sales.
- ✚ Achieving sales quotas within a protected territory.
- ✚ Identifying target customers.
- ✚ Identifying key decision makers.
- ✚ Having meetings with potential clients to analyze their needs and present appropriate solutions.
- ✚ Negotiating sales contracts.
- ✚ Preparing reports of business transactions.
- ✚ Resolving unique customer issues.
- ✚ Preparing presentations, proposals and sales contracts.
- ✚ Compiling lists of prospective customers for use as sales leads.
- ✚ Making calls as required to collect receivables.
- ✚ Writing up promotional material.
- ✚ Maintaining professional relationships with work colleagues and customers.
- ✚ Preparing sales quotations and proposal.
- ✚ Greeting customers and offering assistance
- ✚ Recommending products or merchandise to help customers
- ✚ Answering questions and addressing concerns
- ✚ Informing customers about sales, promotions and policies
- ✚ Demonstrating how products work
- ✚ Taking payments for purchases and packaging purchases
- ✚ Stocking merchandise and creating displays
- ✚ Taking inventory and monitoring sales floor

Declaration

I hereby declare that the above furnished information are true and correct to the best of my knowledge and belief.

JOAN NAMBOLANYI

Contact Details

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Personal Details

- Nationality : Ugandan
- Date of Birth : 18th August,1995
- Gender : Female
- Religion : Christian
- Marital Status : Single
- Visa Status : Visit -Visa

Languages

- English
- Luganda

Educational Background

- 2018 - 2023 St. Lawrence University (SLAU) Bachelor of Business Administration.
- 2016 - 2017 Namungoona Parents Secondary Secondary Uganda Advanced Certificate of Education (UACE)
- 2012 - 2015 Namungoona Parents Secondary Uganda Certificate of Education (UCE)
- 2011 Rise and Shine Primary School Primary Leaving Examination (P.L.E)

Skills And Abilities

- Computer Skills (MS. Excel, Power point (MS Word, Cool Edit, Adobe Pro. Ms. Publisher, Quick books)
- A dedicated team player who can work effectively in both small and large time frame work with leadership capabilities.