**curriculum vitae**

 PERSONAL PROFILE:

**Nabukko zulaikah nalweisi**

Dubai, U.A.E

Mobile No.: +971558937609

Email: zulaykhanadia@gmail.com

Languages spoken: English.

Visa Status: Visit Visa

**Position Applied for: RETAIL**

**OBJECTIVE:**

Aspire to serve as a Sales executive in a reputable firm that would make use of my expertise and experience to the fullest advantage in the sales sector.

**CARE PROFILE**

I am hard working, self-motivated person with good communication and interpersonal skills; team oriented and can succeed under pressure. Confidentiality and At most faith are my guiding principles in achieving objectives.

**SKILLS SUMMARY:**

* Exceptional communication and interpersonal skills.
* Excellent organizational and time management skills.
* Strong sales and service skills.
* Ability to make independent decisions
* Prepare cheques and deliver them to customers.
* Process cash and credit card payments and return change to customers if necessary.
* Set tables with dishes, glasses, and flatware and refill condiments.
* Maintain familiarity with menu items, specials, and restaurant information.

**WORKING EXPERIENCE:**

**DOUBLE CHECKER 2018 TO 2020**

**COMPANY NAME –HIPORA BUSINESS SOLUTIONS UGANDA (CARREFOUR UG)**

**Duties:**

* Receiving, inspecting, and storing materials
* Protecting materials from damage and unauthorized removal
* Issuing materials in the right quantities, at the right time, and to the right place
* Keeping records of inventory, sales, and shipments
* Managing store layout, staff, and purchase orders

**WORKING EXPERIENCE: SALES ASSISTANT**

**COMPANY NAME – ARISTOC BOOKLEX**

Duties:

Serving customers at the sales counter.

Offering face to face advice to customers on the stores products.

Maximizing store revenue by suggesting upgrades, insurance and add-ons to

customers.

Using the stock management system to log, check, locate and move stock both in

and out of the store.

Responsible for the daily management of the till in the absence of the senior

members.

Handling customer complaints in a calm manor.

Managing cash and payment systems in accordance with company procedures and policies.

**EDUCATIONAL QUALIFICATION**

* IATA Diploma air cargo handling :2017- 2018.
* Certificate in accounts and finance :2015-2016.
* Uganda certificate of education:2011-2014.