



**NYASHA ELSIE CHANAKIRA**

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**Date of birth -23\03\2003**

#### **PROFESSIONAL SUMMARY**

An ambitious highly experienced individual with expertise in the sales sector. Proven ability to keep customers satisfied through excellent communication skills. A reliable and organized individual who is committed to delivering results with accuracy and efficiency. Ability to manage multiple tasks such as making orders from suppliers , marketing products, selling products to meet the organizations targets and answering

calls and email enquiries from customers. Committed to providing excellent service and achieving results.

## **EXPERIENCE**

### **ASSISTANT TO DEPARTMENT PROFESSOR**

WOMEN'S UNIVERSITY IN AFRICA (VOLUNTEER WORK) |09\202306\2024

- Drafting letters for seminars and making calls on behalf of the school administration
- Welcoming guests at seminars
- Prepared lecture notes, observed and recorded
- Travelled for university seminars all around Zimbabwe, interacting with other students.

### **STOREKEEPER**

OK MART 11\2020-10\2022

- Provide information and assist customers before, during, and after a purchase
- Provide sale quotes and agree on prices and delivery schedules
- Managing and recording Inventory

- Receiving and Inspecting products
- Maintain contact lists and follow up with suppliers
- Submit monthly and annual performance reports
- Developing sales strategies and approaches for various products and services such as special promotions and sponsored events

## **SALES REPRESENTATIVE**

TENCRET CONSTRUCTION COMPANY 01\2020-10\2020

- Selling products, goods and services to customers
- Submitting and processing customer orders
- Planning sales strategies
- Making calls to sales leads and taking calls from prospective customers.

<b>KEY SKILLS</b>
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- Computer literacy
- Multitasking and detail oriented
- Fluent in written and spoken English
- A good team player with good personality
- Professional and customer service skills

- Fluent in written and spoken Shona

## **EDUCATIONAL QUALIFICATIONS**

GSCE High school

Marlborough High School 2019

Diploma In Business Management

Women`s University in Africa 2022-2024