CURRICULUM VITAE

SALES EXECUTIVE

NAME: JANE WANJIRU MBURU

GENDER: FEMALE

RELIGION: CHRISTIAN

NATIONALITY: KENYAN

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PROFILE

## Dynamic and results-driven Sales Executive with proven expertise in client relationship management, hospitality sales, and exceeding targets. Skilled in promoting services, identifying client needs, and delivering customized solutions. Known for a proactive approach, excellent communication skills, and building lasting customer relationships to drive revenue and growth.

## WORK EXPERIENCE

**SALES EXECUTIVE – IBIZA LIGHTS (2023–2024)**

* Oversaw promoting and selling high-end lighting products for residential and commercial projects.
* Cultivated relationships with clients, architects, and designers to secure long-term partnerships.
* Achieved a consistent record of surpassing monthly and quarterly sales goals through targeted marketing and negotiation.
* Led product demonstrations and provided technical knowledge to customers, enhancing purchase confidence.

**SALES EXECUTIVE – SEAESTA STAYS DIANI, KENYA (2021–2023)**

* Developed and executed strategies to promote accommodation packages to local and international clients.
* Built strong relationships with customers, understanding their needs to provide tailored travel and stay solutions.
* Exceeded monthly sales targets by 15% through proactive client engagement and marketing campaigns.
* Managed reservations, customer inquiries, and complaints with professionalism, ensuring a high standard of service.
* Partnered with local businesses to promote the resort’s offerings, boosting customer reach and satisfaction.

**CLASS TEACHER – BRAINSTON KINDERGARTEN (2017–2019)**

* Focused on nurturing and educating young learners by creating interactive lesson plans and managing classroom activities.

**CLASS TEACHER – MIREMA SCHOOL (2014–2016)**

* Implemented positive behavior management techniques, fostering an environment conducive to learning.

**ASSISTANT TEACHER – GLADTOTO ACADEMY (2011–2012)**

* Supported teaching staff in planning lessons and managing daily classroom activities.

**VOLUNTEER – SAMARITAN VILLAGE ORPHANAGE, TANZANIA (2006–2008)**

* Assisted in the care and well-being of children, providing essential support in education and daily routines.

## EDUCATION

SHILINDA TEACHERS TRAINING COLLAGE Diploma in ECDE 2010-2011

GATANGA C.C.M SECONDARY SCHOOL K.C.S.E 1999-2002

RUAL PRIMARY SCHOOL K.C.P.E 1995-1998

SKILLS

* Patient and warm
* Organization skills and proactive
* Time management
* Negotiating tactics
* Meeting sales goals

### HOBBIES

* Reading novels
* Watching movies
* Exercise
* Spirit of adventure