

Ndosak Rina

SALES ASSOCIATE



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Objective

To be part of a progressive company wherein I can apply my knowledge and skills obtained from my previous job while showcasing my expertise in customer relations to help the company reach its goal constantly. To obtain a challenging sales associate position in a dynamic and innovative organization where I can use my technical and analytical skills.

Experience

Carrefour supermarket (MARINA SILVERENE)

March 2024 – till present.

Sales Associate

- Scan goods and ensure pricing is accurate.
- Issue receipts and refund.
- Cross-selling products and introducing new ones.
- Resolve customer complaints, guide them and provide relevant information.
- Greet customers when entering or leaving the store.
- Maintain clean and ready checkout areas.
- Track transactions on balance sheets and report any discrepancies.
- Handle merchandise returns and exchanges.

AL Tayer Logistics (Al Quoz, Dubai)

January 2022 - February 2024

Outbound Logistics officer

- Managed the dispatch of finished goods to the customer and distribution center, ensuring on-time and accurate deliveries.
- Coordinated with warehouse and transport teams to schedule shipments, prepare documentation and load vehicles efficiently.
- Maintained excellent communication with sales, customers service and inventory teams to align order fulfillment with customer requirements.

- Reduced delivery errors by 30% through process improvements and staff training on order accuracy and handling procedures

ROMIS HOME PETS NURSERY (DIP BRANCH)

Nov 2020 – Dec 2021

Customer Service/ Sales Representative

- Handled customer inquiries via phone, email, and in person, resolving promptly and maintaining a high level of customer satisfaction.
- Managed front desk operations, including greeting visitors, answering calls, and directing them to appropriate departments.
- Processed customer orders, returns, and refunds, ensuring accuracy and adherence to company policies.
- Assisted in maintaining and updating customer records in the database.
- Supported administrative functions such as scheduling meetings managing calendars, and organizing company events

Education

Akademikka Training Institute, Dubai

Dec 2024 –Jan 2025

The Fundamentals of Aviation Management

College Polyvalent Sainte Grace Yaoundé, Cameroon

June 2019

Advance Level Certificate of Education

Skills & abilities

- Extensive customer service experience
- Excellent interpersonal communication skills
- Excellent in oral and written English, fluent in French

Other Skills

- Proficient in Microsoft word and excel
- Aesthetician (beautician)