

AYOBAMI CLEMENTINA

Doha E14

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I am a competitive and experienced Sales Representative and a professional with over 5 years of experience with a proven track record of increasing sales by 20% year-over-year and enhancing customer satisfaction. I have a strong aptitude for developing customer relationships and an eye for detail in merchandising and product displays. Passionate about driving sales and delivering excellent customer service.

Willing to relocate: Anywhere

Personal Details

Eligible to work in the UK: No

Industry: Business Operations, Management, Marketing, Sales

Work Experience

SALES REPRESENTATIVE

TOP AUTOS NIGERIA ENTERPRISES-Lagos

May 2017 to May 2022

- Present, promote and sell products/services using solid arguments to existing and prospective customers.
- Communicating with customers before and after sales.
- Resolving customers complaints and concern
- Maintaining an in-depth understanding of the company's products or services to advise and make suitable recommendations to customers.
- Attending conferences to understand industry trends.
- Processing sales transactions and operating the cash register.
- Establish, develop and maintain positive business and customer relationships.
- Supply management with reports on customer needs, problems, interests, competitiveactivities, and potential for new products and services.

ADMINISTRATIVE ASSISTANT

POWER HOLDING COMPANY OF NIGERIA PLC-Lagos

November 2010 to November 2014

1. Scanning, photocopying and filing documents
2. Receiving clients when they arrive and showing them the respective offices
3. Opening, sorting and distributing mail and faxes
4. Preparing documents such as invoices, memos and financial statements and using word processor or presentation software.
5. Managing office supplies, including refreshments.

6. Creating, editing and updating spreadsheets.
7. Scheduling travel arrangements for senior executives

Education

NATIONAL DIPLOMA in BUSINESS ADMINISTRATION

YABA COLLEGE OF TECHNOLOGY - Lagos

October 2010 to October 2013

SECONDARY SCHOOL LEAVING CERTIFICATE in SECONDARY SCHOOL

Vetland Grammar School - Lagos

September 1998 to August 2004

PRIMARY SCHOOL LEAVING CERTIFICATE in PRIMARY SCHOOL

Vetland Primary School - Lagos

September 1992 to August 1998

Skills

- Microsoft Office
- Customer Service
- Public speaking
- Front Desk
- Networking
- Verbal communication
- Leadership
- Flexibility
- Team work
- Time management
- Influence