

Enock Arthur

Al-Wukair, Birkat

+97450223519

enockarthu443@gmail.com

OBJECTIVES

To secure a challenging and rewarding Sales Associate position in a reputable retail organization where I can utilize my excellent communication skills and sales expertise to drive business growth.

SUMMARY

Results-driven Sales Associate with 2+ years of experience in retail sales, providing exceptional customer service, and consistently meeting or exceeding sales targets. Proficient in operating point-of-sale systems, handling customer transactions, and maintaining a high level of product knowledge.

EDUCATION

WASSCE, Christian Institute of Professional Studies (2017-2020)

CERTIFICATE

West Africa Senior Secondary Certificate Examination (2020)

WORK EXPERIENCE

SALES ASSISTANT

Armada Retail Concept-Qatar (2023-Present)

- Assist customers in finding products, answering queries, and resolving issues
- Process customer transactions, operate point-of-sale systems, and handle cash, credit card transactions, and returns
- Maintain a high level of product knowledge, make recommendations, and promote products to customers
- Collaborate with colleagues to achieve sales targets, participate in visual merchandising, and maintain a clean and organized store environment

EQUIPMENT PROCESSING ASSISTANT II

Qatar Airways (2022-2023)

- Receive and inspect all incoming goods, supplies, and equipment to ensure they are in good condition and match the ordered items.
- Manage and maintain accurate stock levels, including receiving, storing, and issuing stock. Ensure the store is organized, clean, and tidy.
- Conduct regular inventory checks to ensure stock levels are accurate. Report any discrepancies or stock shortages to management.
- Issue stock to authorized personnel, ensuring that all transactions are properly documented and recorded. Track stock movements and maintain accurate records.
- Ensure the store is secure and safe, including locking up the store, monitoring CCTV cameras, and reporting any security breaches or safety hazards.

SALES ASSOCIATE

Melcom Limited, Accra-Ghana (2021-2022)

- Provided exceptional customer service, responded to customer inquiries, and resolved issues
- Assisted with processing customer transactions, operating point-of-sale systems, and handling cash and credit card transactions
- Maintained a clean and organized store environment, participated in visual merchandising, and supported colleagues in achieving sales targets

SKILLS

- Excellent communication and interpersonal skills
- Strong product knowledge and sales skills
- Proficient in operating point-of-sale systems and handling customer transactions
- Ability to work in a fast-paced environment, prioritize tasks, and meet deadlines
- Strong team player with a positive attitude and a passion for delivering exceptional customer service

CERTIFICATION

Equipment Processing Assistant Certificate-Qatar Airways.