

CURRICULUM VITAE

CASHIER/SALE/CUSTOMER SERVICE

Name : *Nakiya Namata*
Gender : *Female*
Date of Birth : *27/11/1995*
Nationality : *Ugandan*
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Visa Status : *visit visa*
Languages : *English and Arabic*



Objective: I am seeking a customer service position. Am a fast learner, self motivated and always with a smile, attentive and charismatic individual who is knowledgeable and passionate with a history of exceeding customer expectations by providing them with an extra ordinary service plus making sure customers leaves with a smile. Am a true professional who is well groomed, clean and of neat personal appearance possessing a strong aptitude for multitasking, and being able to work effectively with co-workers.

Work Experience:

LOQMATO LLC. COMPANY - DUBAI

POSITION HELD: CASHIER/COUNTER SALES/CUSTOMER SERVICE.

Duties and responsibilities:

- ❖ Maintaining proper display of products to maximize sales.
- ❖ Assist customers with making sales decisions by providing correct product information.
- ❖ Giving management advice on fast selling products and advising them on how to promote the non moving products.
- ❖ Maintain good customer relationship with frequent customers by calling them by their Names noting their queries and likes.
- ❖ Cross selling and up selling so as to increase company's sales and profit.
- ❖ Updating myself with latest product information and market trends so as to advise customers accordingly.
- ❖ Update myself about company promotions and promotional displays so as to maximize sales by availing the information to custom.
- ❖ Building teamwork with colleagues to provide maximum support with customers.

MIMITO TECHNOLOGIES UGANDA

TELLER/MOBILE MONEY AGENT

DUTIES AND RESPONSIBILITIES:

- Handled customer financial transactions like deposit, withdraw, loan payment, transfer money orders and checking.
- Sending money to customers through mobile banking.
- Maintained and balanced cash drawers and reconciling discrepancies.
- Handled foreign exchange transaction.
kept clean, organized work area.
- Answered customers inquires and referred to other bank services.
- Complied with all bank financial security regulations and procedures.
- Counting and balancing all the money in the till.

EDUCATION:

ZANA MIXED HIGH SCHOOL

Uganda advanced certificate of education.

NDEJE UNIVERSTY UGANDA;

DIPLOMA IN SECRETARIAT

PROFESSIONAL SKILLS:

Communication skills.

Cash handling skills.

Available on request.

Teamwork skills

Computer skills.