



Rosemond Adomah Nanor

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OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.

EXPERIENCE

- **TS Group LLC - Abu Dhabi**
Sales Associate
 - Setting sales goals and developing sales strategies.
 - Researching prospects and generating leads.
 - Contacting potential and existing customers on the phone, by email, and in person.
 - Handling customer questions, inquiries, and complaints.
 - Preparing and sending quotes and proposals.
 - Managing the sales process through specific software programs.
 - Building and maintaining a CRM database.
 - Meeting daily, weekly, and monthly sales targets.
 - Participating in sales team meetings.
- **My Vapery - Vape Shop Dubai**
Cashier
 - Collect payments whether in cash or credit
 - Issue receipts, refunds, change or tickets
 - Redeem stamps and coupons
 - Cross-sell products and introduce new ones
 - Resolve customer complaints, guide them and provide relevant information
 - Greet customers when entering or leaving the store
 - Maintain clean and tidy checkout areas
 - Track transactions on balance sheets and report any discrepancies.
 - Handle merchandise returns and exchanges
 - Manage transactions with customers using cash registers.
 - Scan orders and ensure pricing is accurate.
- **Al Seer, Agencies and Trading Office - Abu Dhabi**
Store keeper
 - Ensure accuracy of the facility's inventory system by updating records of physical inventory totals, receipts, adjustments, and returns
 - Manage inventory/supplies and ensure they are within the established minimum and maximum levels
 - Keep up-to-date records of receipts, records, and withdrawals from the stockroom
 - Responsible for packing, pricing, labeling, and returning supplies
 - Responsible for stock rotation and coordinate the disposal of surpluses
 - Oversee the handling of freight, the movement of equipment, and minor repairs
 - Manage supplier relations and database as well as maintain high ethical relationships both internally and externally

- Create purchase orders and utilize purchasing card to perform low-value procurement activities
- Responsible for shipping cancelled or damaged items back to suppliers as appropriate.
- Take delivery of all incoming materials and reconcile with purchase orders. Track, document, and resolve any discrepancies on received orders

EDUCATION

- Certificate In Business Management
- Certificate In Nursing Assistant
- Bachelor Degree In Logistics and Supply Chain Management

SKILLS

- 1. Collaboration 2. Interpersonal Organizing and Prioritizing 3. Problem Solving Time Management 4. Computer Proficiency 5. Social Media 6. Customer Service Adaptability Awareness

PERSONAL DETAILS

Date of Birth : 10/06/1994

Nationality : Ghanaian

Visa Status : Visit visa

Language : Fluent In English