

CHUKWUDI CHARLES EZIWO



GENERAL INFO

A sharp, conscientious and customer centric sales personnel with extensive experience of sales, stocking and ordering merchandise in a retail and Wholesale operation. Able to converse in a courteous and polite manner. Always paying specific attention to detail, and having an approachable, cheerful, and friendly attitude.

QUALIFICATIONS

- BSC CORPORATIVE ECONOMICS
- NYSC, WAEC COMPLETED
- FSLC, NTC CERTIFICATES

SKILLS

- Full UAE Automatic Driving License
- Proficient in use of Microsoft Office
- Excellent communication skills.
- Ability to establish and maintain good working relationship with superiors, colleagues, and subordinate.
- Self-motivated and interpersonal skills.
- Always ready if called up for out of scheduled duties.
- Fast learner and easy to adapt to different skills.

CONTACT INFO

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PERSONAL REFERENCES

Liam Gallacher | Email:
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Charlene Unson | Email:
charlene.unson@gac.com

WORK HISTORY

Caretaker/ Driver

Stray Dogs Center UAQ, United Arab Emirates 2019 - Present

- Drive the dogs for veterinary checkups
- Drive a team of 9, responsible for the overall care of 400+ animals.
- Responsible for keeping kennel areas and all boarding room clean.
- All aspects of care for the dogs including nail trimmings, bath, and play times when required. Performed daily housekeeping and cleaning duties.
- Ensured compliance to safety and performance standards.

Secretary/Driver

Farah Aluminum, United Arab Emirates 2018 - 2019

- Examine the job order & technicalities to meet the specified standards.
- Making sure that the fabrication work is completed on time.
- Ensuring meetings are effectively organized.
- Communication & correspondence.
- Taking care of operations & admin work.

Debt Recovery Agent

Fountain Finance Consult, Nigeria 2015 - 2018

- Drive to every customer location to meet their requirement
- Schedule meeting with the bank debtors.
- Handling customer concerns & raise it to bank.
- Managing cash flows.
- Attending training sessions.

Sales Assistant.

West Log Winery, Nigeria 2013 - 2015

- Operating the tills, including cashing up and completing paperwork at the start and end of shift.
- Completing sales sheets at the end of the day.
- Ensuring that the shop counter is always manned.
- Processing cash and credit card transactions accurately and efficiently.
- Managing the bills, taking money from customers, and handing out receipts.
- When required wrapping up purchased items for customers.
- Following policies and procedures relating to cash and stock handling.
- Checking the inventory listing with actual stock on the shop shelves and reporting and discrepancies to managers.
- Keeping merchandise orderly and neat in appearance.
- Handles customer complaints and provide them possible solutions

LANGUAGES

English Arabic & Igbo