
Professional Summary

Having formally studied Hairstyling and then moving to sales two years ago, I understand that I will need to prove myself as a Sales Representative. Currently I am looking for a fulltime position as a Sales Representative. However, I possess the necessary skills to properly perform my duties. My time as a hair stylist incorporated many of the skills used in sales. Client retention, best practices and methodologies, education and training about the products. My attentive to details and proactive skills further add to my qualifications.

I am a self-motivated and trustworthy person. With an outgoing attitude and good communications skills, I find it easy to interact with staff across all levels of an organisation. I demonstrate very good attention to detail, have sound analytical skills, I work well under a pressurised environment and am target and deadline orientated.

Highlights

- Attentive to details
- Proactive teamwork
- Adaptability
- Cool under pressure
- Dependable
- Integrity
- Self-starter

Professional experience

Hairstylist – Dave and Johan

(<https://www.daveandjohan.co.za/>)

2014-2015

Duties:

- Maintaining supplies by doing stock take, anticipating needs and updating orders.
- Having studied facial features, as well as analysis of the hair type and health, I would give recommendations for hair treatment, styling, colouring. Incorporating this knowledge with what the client wants.
- Maintaining quality and professional services by the salon's standards and rules.
- Incorporating safe and healthy working standards by following organization standards and legal regulations.
- Obtained revenue from recording services as income was commission-based.
- Maintained technical knowledge by attending training workshops, competitions as well as having the ability to learn from other senior stylists.
- Contributed to a team effort and goal by assisting other hair stylists with their clients.
- Sales of hair products within the salon; building a relationship with clientele; educating them about the product and its features; encouraging them to add the product to their routine: thus, creating regular monthly sales of products.

Junior Motor Assessor - Rockridge Motor Assessors.

2015-2016

Duties:

- Consultant broker to Santam worked on the Audatex systems – assessments – quoting – FRC and all other related duties
- Mobile assessor - arranging with clients to view and assess vehicles.
- Communication, sending invoices and receiving vehicles through Brolink, and PSG Konsult.
- Working with the Audatex system, quoting, and calculating assessed damage on client vehicles.
- Estimating of damage.
- Relationship management and retention with panel beaters, to maintain workmanship and quick repairs on vehicles.
- Dealt with all client issues regarding repairs and rectification of the complaint.
- Client retention

Hair Stylist - Hair and Beauty by Bel & Sash

2016-2017

Duties:

- Consulting with clients on stylistic options for their hair.
- Listening to client needs to determine their preferences.
- Describing different hair care products and their benefits.
- Shampooing, cutting, colouring and highlighting hair.
- Offering manicure, pedicure, waxing and facial services.
- Performing scalp treatments.
- Acting as salespersons to sell clients hair care retail products.
- Building a personal relationship with clients to ensure return visits.
- Adhering to salon safety and cleanliness standards.
- Managing bookings and welcoming clients into the store.
- Keeping updated on hairstyle trends and styling methods.

Sales Representative - Distri-Liq

2017-2018

Duties:

- Managed East-Rand clients. Retention and creating new leads.
- Weekly training and product launches; in order to stay updated with products.
- I would assess the clients need and offer products and price list relative to their target Audience and business type.

Account Manager - ICT Intelligence

2018 -2019

Duties:

- Account Manager.
- Day to day sales and recording of minutes as well as ensuring correct and professional communication.
- Retaining all clients.
- Ensure projects run smoothly.

- Assist in the process of documentation and/or NDA's.
- Use of VPN's, to assist the team with any Data issues.
- Use and Certification of a Data Wrangling tool, which cleans and sorts all forms of "dirty" data. (Trifacta)

System Skills

- Microsoft excel
- Microsoft Word
- Microsoft Outlook
- Microsoft Power point
- Audatex
- Trifacta
- Virtual Machines (VM Ware Etc)

References

Verge Dusneeves

(082 855 3669)

I have coached rugby at Jeppe Quondam for 3 seasons, communication skills as well as people skills were put to test. I have coached U/13 and this year will be the U/14 as I am taking them until first team. I am registered with the Lions rugby union as I must be a qualified coach. We have done multiple areas of coaching, be it with handling younger children to learning how to communicate effectively.

Michelle Murphy - Dave and Johan

(072 900 1220)

I worked as a stylist and have been for over a year. I would like to go far in a certain field as I have goals to achieve and strive for what I want. I have professional experience in dealing with clients, for sales and good relationships with clients.

Mike Headland - owner of Rockridge motor assessors.

(083) 229 0477

Claims manager and Junior assessor. Worked closely with Santam and all big panel beaters. (Renew-it, Wynberg, Etc)

Derek Welch CEO - ICT intelligence

(076 737 6709)