

# EUNICE

## ANSAH

Sales person &  
Office assistant

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Al Barsha 1 Dubai .UAE



### OBJECTIVE



Analytical and detail-oriented professional with experience coordinating, planning, and supporting daily operational and administrative functions to excel in an Office/Administrative Assistant role.



Hard-working, dedicated, and experienced salesperson with a positive outlook, friendly personality, and pleasant disposition seeks a career in sales

### EXPERIENCE

#### Salesperson

Carlos Supermarket – Ghana  
2018 - 2019

- Dealt with sales, money handling and sale distribution
- Created a respectable and professional friendship with clients by performing a professional detailed demonstration of the product and also encouraged business return.
- Encouraged team work by having a fun but professional work atmosphere.

#### Office assistant

Gold filed mining CO Takoradi – Ghana  
2019- 2020

- Welcomed and greeted all visitors; screened calls; directed to appropriate staff; opened all incoming mail and distributed to recipients.
- Stamped, coded, and entered all invoices for well operations into Excel spreadsheets.
- Coordinated and scheduled all corporate business travel and accompanying itineraries.

### EDUCATIONAL QUALIFICATION

University of Cape coast. DIPLOMA IN  
EDUCATION

Valley view university

Bed mathematics complex 2021

### PROFESSION TRAINING

- Essential sales skills
- Office Administration Course

### SKILLS

- Time management skills
- Attention to detail
- Communication skills.
- Customer service
- Sales.
- Advanced Math
- Teamwork
- Computer package

### INTERESTS

Travelling

Singing

Writing

Reading

swimming

### Languages

**English**

Reading, writing and speaking

**French**

Beginner