

PAMELA SARFO

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204-922-3996

HIGHLIGHTS OF QUALIFICATIONS

- Excellent customer service skills through work.
- Good interpersonal relationship
- Excellent communication skills: empathetic listener, strong written and verbal skills.
- Analytical thinker and multi-tasker with strong judgement skills.
- Passion for sales industry.
- Working knowledge of MS Windows and internet applications.
- A team player with a high sense of hard work and commitment.
- Ability to work under pressure and able to think and act strategically to obtain a desired result.

PROFESSIONAL EXPERIENCE

Sales Supervisor

Unique Flavours and Fragrances Limited

Aug 2018- May 2019

- Greet and assist customers in various purchases according to their needs.
- Compiling sales reports and managing sales staffs.
- Advice customers with pertinent information regarding raw materials.
- Maintain cleanliness of workplace

Physics Instructor

Anglican Senior High School

Aug 2017 - July 2018

- Preparing of lesson notes
- Facilitate and maintain creative and positive learning environment
- Identify and recommend books for students
- Council students with respect to academic progress and assist them in obtaining appropriate counselling for non-academic matters.

Crew Member: Food Preparation/Customer Service

CO-OP Heritage, Richmond avenue-Brandon

October 2019- Present

- Greet and assist customers in various purchases according to their needs.
- Prepare Food items such as pizza, barbecue chicken and homestyle meals in adherence to the established standards.
- Using the meat slicer in serving customers.
- Make sure cleanliness and sanitation are applied to workstations
- Store food in appropriate containers and areas to prevent spoilage.

EDUCATION

Brandon University, Brandon, Education.

2019- Present

University Certificate: KNUST, Physics, Ghana

2013- 2017

High School Diploma: Kumasi Girls Senior High school, Ghana

2009- 2013

INTERESTS

- Reading, Researching, Writing, Teaching, Cooking.
- Listening to music, making beads.

VOLUNTEER

Calvary Charismatic Centre (Ministry Head)

May 2018 – May 2019

Calvary Charismatic Centre (Zonal Strategist)

Aug 2015 – May 2018

TECHNICAL SKILLS

- Microsoft Word
- Sage Software
- Microsoft PowerPoint
- Microsoft Excel

REFERENCES

Available upon request