FLORENCE SULEIMAN

Meiran, Lagos, Nigeria
09162887561 | florencesuleiman856@gmail.com

PROFESSIONAL PROFILE

A dedicated and hardworking Sales Representative with previous experience in sales and customer service. Able to communicate with customers, provide product information and support purchasing decisions. Enthusiastic about learning, meeting sales goals and contributing positively to a team.

WORK EXPERIENCE

Steadfast International Company

Sales Representative | 2023–2025

• Attended to customers and responded to product enquiries.

• Promoted company products to prospective customers.

• Provided product information and assisted customers with purchasing decisions.

• Maintained positive and respectful customer relationships.

Ella Jewries

Sales Representative | 2020–2021

• Welcomed customers and attended to their needs.

• Provided information about available products.

• Assisted with sales and responded to customer enquiries.

• Supported day-to-day sales activities.

EDUCATION

Meiran Community Senior High School
Senior Secondary School Certificate (SSCE) | 2019

SKILLS

Customer service • Communication • Product promotion • Persuasion and negotiation • Teamwork • Problem-solving • Social media communication

PERSONAL ATTRIBUTES

Hardworking • Reliable • Honest • Responsible • Willing to learn • Goal-oriented

REFERENCES

Available upon request.

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Dear Hiring Manager,

APPLICATION FOR THE POSITION OF SALES REPRESENTATIVE

I am writing to express my interest in the Sales Representative position in your organisation.

I have previous experience working as a Sales Representative at Ella Jewries and Steadfast International Company. Through these roles, I gained experience in attending to customers, providing product information, promoting products and supporting sales activities.

I am hardworking, reliable and willing to learn. I enjoy interacting with customers, understanding their needs and helping them make informed purchasing decisions. I am confident that I can contribute positively to your team.

I would appreciate the opportunity to discuss my application further. Thank you for your time and consideration.

Yours faithfully,

Florence Suleiman