

Mock Interview

Professional career development

BMSW4005

Ana Balteanu

2132981

Mr Kingsley Omeihe

Ana Balteanu

Hermès Nice
8, avenue de Verdun, 06000 Nice, France
19/02/2023

Dear Sir/Madam,

Please accept this letter expressing my interest in the lead of chief sale assistant position. I am highly motivated in the increasing of sales in the high fashion franchise that Hermes Paris is, having a variety of studies in the economy sector. With over 5 years of experience being self- employed, I have developed strategic marketing strategies to increase my profit by 100%, and also a very faithful clientele.

Throughout my work life, I have achieved and mastered good problem-solving skills and the ability to work under stress and pressure, having worked for a small business event planning agency and busy hours in a restaurant, increasing sales thanks to good and friendly communication technique.

Great marketing skills hide under reliability and the ability to get under the costumer's skin, a strategy that I have perfection during my entrepreneurial years working with costumers daily, being capable of satisfying their needs and desires.

I am currently a student at the University of Wales trinity saint David, aiming to get a certificate award for the skills for the workplace course, further wanting to start a path towards business and management, and consider that all the learning facilities that I possess will definitely improve my work life too.

Please take a moment to review my attached curriculum vitae, certifications, and achievements, I would wholeheartedly appreciate the opportunity to offer you magnificent work and evolve together.

Thank you for your consideration.

Regards,

Ana Balteanu

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07518432258

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Ana Balteanu

Chief Sale Assistant

PROFILE

Excellent communicative skills

Motivated in solving problems that might arise in the workplace, efficient in maintaining calmness in stressful situations.

Able to communicate with foreign clients and solve any upcoming issues, thanks to fluently speaking various languages.

Good knowledge of office technologies and systems

Advanced digital skills, eager into learning new strategies

Very efficient at multitasking and scheduling activities

Clean organising of events and great time management

Language knowledge

English, Romanian, Italian, German, Spanish

Work EXPERIENCE

Event planner, Liceo Paolo Giovio (Italy) — 2016-2017

Responsibilities: strategically choose date, time, and location to host a charity event on Lake Como
Meticulously choose a catering service and suppliers, assigning jobs to team members.

Hotel receptionist, Hotel Firenze, COMO — 2017-2018

Responsibilities: Checking in and out clients, answer the phone and book rooms, take room service orders, serve clients, and solve upcoming problems and complaints, brief accountancy.

Obtained great management of calm in stressful situations

Self-employed nail professional — 2015-2020

Increased profit by 100%, developed a faithful clientele

Waitress, Pizzeria zum Waldhorn — 2020-2021

Serve guests, answer the phone, and book reservations, take-away orders, maintain a clean environment

Education

2015-2018	2018-2021	2022- Ongoing
Liceo scientifico Paolo Giovio	Istituto Gaetano Pessina	UWTSD

Job openings

Alexander Philip is looking for candidates to fill the position of:

Chief Sale Assistant

Job description:

We offer a position for a chief sales manager, to whom we ask to organise, teach, and lead a team of Sales Assistants to achieve the target set by the company and further rise sales.

It is needed to own the needed skills to provide guidance, training, and mentorship to their fellow SA's, creating a sales plan and setting sales goals.

The chief SA will have the duty to:

- Advance and hit sales targets successfully managing fellow SA's and by assessing the team members' strengths and weaknesses.
- Create and maintain a healthy, long-lasting customer relationship by collaborating with them
- Establish innovative sales strategies and programmes
- Provide daily reports of sales success and communicate the costumers' feedback data to superiors.

Chief sales assistant skills and qualifications:

Must own ability to inspire and motivate fellow colleagues via good communication channels and techniques, confidence in planning and closing the sales process. Excellent time management skills, hold capacity of spotting opportunities in rising sales and profits, and smartly relocate fellow staff in order to achieve set performance targets

The candidate is expected to have knowledge in data analysis and customer relationship management, as this position involves both.

Experience requirements:

3 to 5 years of experience working in the sales department, providing a successful and verified record of accomplishment in directing a sales department to success.

Education and training requirements:

Master's degree in business administration.

Sales Manager salary expectations

The average income for a chief sales assistant is £106,000 /year

CLOSING DATE

15TH MARCH 2023

Apply now:

07518432258

ALEXANDERP.OPENINGS@gmail.com