**Vaine Sokomanu**

Pladinier Estate, Port Vila, Efate, 1419 | [vainesokomanu@gmail.com](mailto:vainesokomanu@gmail.com) |5754132*.*

**Professional Profile**

I am an enthusiastic professional individual person with 3 years sales experience. I am an adaptable,hardworking individual who strives to achieve the best in all areas, and I am always eager to learn new skills and advance my career. I am outgoing, friendly and an adaptable individual with believe that an exceptional customer service is the key essential to success and I am driven to apply a strong work ethic and motivational skills to achieve excellence and customer satisfaction. As this is a huge career change I have completed 3 years in developing my sales techniques and customer services skills, I am keen to build upon my knowledge and continue to learn within this sector.

**Skills**

|  |  |
| --- | --- |
| * Good Communication and verbal Skills * Excellent customer services * Teamwork * Good Interpersonal Skills * Fast Learner | * Detail Oriented * Quick Problem Solver * Numeracy Skills * Have knowledge in Computing; MS Word and Excel * Planning and Research Skills |

**Work History**

**The Kava Emporium Pilioko Haus – Lini Highway**

Store Manager | 2016 – current

Sales Assistant | 2015 – April 2016

Job Description:

* Co-ordinate purchase orders from domestic and international suppliers.
* Secure Point of Sale control implementation.
* Detailed Point of Sale software knowledge – specifically VEND. Including:

1. Stock Reconciliation
2. Sales Analysis
3. Product effectiveness review and analysis
4. Staff sales performance

* Securing and Banking of store takings.
* In-Store Merchandising for both standard product display and in store promotions.
* Management/owner report generation
* Train and Mentor employees to maximizing selling proficiency.
* Human Resource management – including hiring and firing of staff.
* Implement friendly sales techniques required in Vanuatu to engage with customers, thus leading to further guaranteeing a sale.

**Au Bon Marche Nambatu Area – Lini Highway**

Service Attendant | June 2014 – October 2015

Job Description:

* Consistently provided professional, friendly and engaging services.
* Assisted quests with making menu choices in an informative and helping fashion
* Followed all safety and sanitation polices when handling food and Delicatessen to uphold health standards.
* Delivered exceptional services by greeting and displays enthusiasm and knowledge about the restaurant’s menu and product.

Vaine Sokomanu

Bladinier Estate, Port Vila, Efate, 1419 | [vainesokomanu@gmail.com](mailto:vainesokomanu@gmail.com) |5754132*.*

**Education**

Onesua Presbyterian College 2010- 2011

Studied Arts and Economic optional Accounting

Ulei Junior Secondary School 2006-2009

Melemaat Primary School 1999 - 2005

**Referees**

* Cameron Mcleod – Managing Director of VRRP Ltd T/A The Kava Emporium

[cameron@pcp-herbal.com](mailto:cameron@pcp-herbal.com)

Australia ph: (+61) 406 594 829 Vanuatu mob: (678) 7769700

* Fabienne Yersin – Supervisor

Mob: (+678)

* Eileen Bule - Human Resources Dept.

abm@vanuatu.com.vu

ph: (+678) 22945