

EDWIN GABRIEL

EVENT SALES REPRESENTATIVE | SALES & CLIENT RELATIONS

Abuja, FCT, Nigeria

Phone: 08069115559 | Email: Edwingabriel801@gmail.com

PROFESSIONAL SUMMARY

Motivated and customer-focused professional seeking an Event Sales Representative position in Abuja. Possesses strong communication, interpersonal, and organizational skills, with an interest in sales, client acquisition, event promotion, and business development. Eager to build positive client relationships, respond to inquiries, promote event services, and contribute to sales growth and customer satisfaction.

CORE SKILLS

- Sales and client relationship management
- Lead generation and customer acquisition
- Event promotion and marketing support
- Customer communication and follow-up
- Negotiation and persuasion
- Customer service and problem-solving
- Administrative support and record keeping
- Organization and teamwork
- Digital communication and basic computer skills

WORK EXPERIENCE

Roseann Gold Hotel and Resort, Garki, Abuja

Administrative Support | May 2024 – Present

- Communicate professionally with customers and respond to inquiries.
- Assist customers by identifying their needs and providing relevant information.
- Support daily administrative activities and maintain organized records.
- Help address customer concerns and promote a positive customer experience.
- Collaborate with colleagues to support efficient daily operations.
- Apply communication and organizational skills to support customer satisfaction.

EDUCATION

Auchi Polytechnic, Edo State, Nigeria

Field of Study: Civil Engineering

[Insert qualification and study status]

NECO Senior Secondary School Certificate

[Insert school name and graduation year]

RELEVANT STRENGTHS

- Strong willingness to learn sales techniques and event-booking procedures.
- Ability to communicate professionally with prospective clients.
- Interest in promoting event packages and developing client relationships.
- Willingness to work toward sales targets and business objectives.
- Ability to work independently and collaboratively within a team.

REFERENCES

Available upon request.