

# Personal Statement

Learning has always been paramount to me, which goaded me to perform diligently through academia. Having an uncanny ability to solve critical problems coupled with my keen interest in finance and business administration, I decided to do my Bachelors in Administration Management from XYZ University, China. The exhaustive course curriculum crammed me to comprehend elemental notions of management, marketing and administrative functions. I learned about business cultures, prices and the general patterns of spending and markets. This is why I thought studying this element of business will be eye opening and give me an overall insight into the dynamics of organizations.

My voluntary work experience in 20xx at the Departmental Store provided a real-time understanding of handling financial matters, inventory management, sales targets and managing product displays. This enabled me to achieve 100% customer satisfaction by providing exceptional sales service. Furthermore, in order to enhance my organizational, communication and administrative skills, I worked as a Tour guide. I developed entertaining tour programs to provide an excellent travel experience which resulted in business promotion leading to maximized profits. Interacting with a diverse customer base I learned how to communicate and present ideas to engage customers. To enhance my sales expertise, I performed duties as a cards salesman at ABC Club in London. My essential duties were to replenish products, maintain high quality service and assist clients with queries.

I believe these skills will provide a strong platform for working in a renowned organisation to achieve business objectives. As an experienced sales manager, I believe that my tenacious and proactive approach will result in numerous important contract wins. I will be able to use my networking abilities to develop strong and professional client relationships. My aim is to ensure client satisfaction, exceed business objectives and induce productivity in day-to-day operations.

Seeking a dynamic role in a progressive organisation where I am able to interact with customers and staff, resulting in improved sales and profit margins. Coming from a managerial background, I can guarantee successful business-to-business operations and long-term customer relationships. Passionate to work as a senior management executive and work towards professional development while contributing to business productivity.