



# Sybil Meselebe

Luxury Sales Assistant |  
Personal Shopping Manager

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## Languages

English

## About

With a background in customer service and sales, I excel in fast-paced retail settings. My role at Kora Beauty Spa refined my skills in personalised care, enhancing operations, and boosting sales through top-notch service. Fluent in basic English, adaptable, and passionate about contributing to dynamic retail teams.

### BRANDS WORKED WITH

Kora Beauty Spa (Celebrity Spa)

Papillon Brand & Marketing

Zeepay

Ashesi University

## Experience

### ● Manager

Kora Beauty Spa (Celebrity Spa) | Oct 2021 - Sep 2022

Led a team dedicated to providing exceptional customer service, fostering an environment of personalized care and satisfaction. Cultivated and maintained strong client relationships, ensuring repeat business and positive word-of-mouth referrals. Implemented effective payment solutions and streamlined front desk operations, resulting in increased efficiency and customer satisfaction. Achieved a remarkable customer satisfaction score, reflecting the team's commitment to excellence in service delivery.

### ● Personal Assistant

Papillon Brand & Marketing | Jun 2021 - Nov 2021

Served as the primary point of contact for clients and stakeholders, utilizing various communication channels to ensure seamless interaction and support. Coordinated and facilitated meetings, demonstrating exceptional organizational skills and attention to detail in preparing agendas and documentation. Prepared comprehensive financial reports, providing valuable insights and supporting strategic decision-making processes.



### ● Intern

Zeepay | May 2019 - Jul 2019

Collaborated with various departments to provide exceptional customer service. Facilitated meetings with financial stakeholders.



### ● University Shop Salesperson

Ashesi University | Feb 2019 - Jun 2020

Provided attentive and personalized customer service, exceeding expectations in handling inquiries, processing returns, and managing inventory. Successfully promoted and upsold products, utilizing product knowledge and persuasive techniques to maximize sales opportunities and drive revenue growth.

## Education & Training

2022 - 2023

### ● BRUNEL UNIVERSITY LONDON

Master of Science, Artificial Intelligence

2016 - 2020

### ● Ashesi University

Bachelor of Science, Computer Engineering