**Argel**

[**Argel.149282@2freemail.com**](mailto:Argel.149282@2freemail.com)

**Purchasing /Sales Administrator**

**B.S. Management**

**CAREER OBJECTIVE**

To be able to work in a result-oriented company that seeks an ambitious and career- conscious person, the workplace being the venue where acquired skills and education will be made use of proficiently in the name of quality service to contribute to the company’s continued growth and advancement.

**EDUCATION**

Bachelor of Science in Commerce Major in Management

*Far Eastern University*, Manila, Philippines

Jun 2005 – April 2009 (Graduated)

**SKILLS AND INTEREST**

Energetic Personality Testing Seller’s Services

Strong Personal Skills Risk Analysis Financial Review

Interpersonal Skills Time Management Packing

Costumer Relation Negotiating Selling Skills

Supplier Relation Bid Validity Inventory System

Excellent people Skills Management Skills Computer Literate

Communication Skills Face to face negotiation

**EMPLOYMENT**

**SM Development Corporation Realty**

**14/f 2Ecom Center MOA Complex Pasay City, Manila, Philippines**

**Senior Sales Admin/ Purchasing Admin**

**Feb 1, 2012– January 30, 2016**

* Cooperation with sales and marketing team
* Sourcing and planning in purchasing all materials needed in the project.
* Negotiate with different suppliers in getting good market price.
* Coordination with suppliers making sure all delivery schedules are met on a timely basis.
* Forecast a projected cost and budget report as required by the company.
* Comprehensive report analysis during and end of each projects.
* Prepares inventory report of materials, parts and other assets bought by the company during the execution of the project.
* Implement strategies in minimizing cost to maintain the company’s forecasted budget.
* Understand the design and work closely with interior designers.
* Review and assess the project.
* Establish and build a pleasant relationship with suppliers for future business dealings.
* Travel occasionally outside the country for business trips.
* Maintain files and keep all records
* Processing expense reports
* Selling and Marketing
* Coordinating the submission of proposals
* Checking and inspecting supplies and marketing materials
* Planning meetings for sales
* Tracking sales progress
* Troubleshooting minor technical problem
* Monitor Leads VS Sales
* Maintaining department database records
* Serving as a liaison between traveling sales representatives

**SM Development Corporation Realty**

**14/f 2Ecom Center MOA Complex Pasay City, Manila, Philippines**

**Sales Admin**

**May 07 2009– January 30, 2012**

* Performs administrative and office support activities for multiple Supervisors/Managers.
* Oversee, keep, monitoring the lease and sales Contract
* Answer telephone calls
* Monitor Leads VS Sales
* Maintaining department database records
* Scanning/Printing/Photocopying
* Receiving and directing visitors
* Word processing
* Creating spreadsheets and presentations
* Filing and Documenting, Scanning Printing
* Handle Cheques
* Selling

**Dickies** SM Manila,

Concepcion Cor Arroceros & San Marcelino,

Ermita, 1000 Metro Manila, Philippines

Sales Assistant

May 2001- May 2005

- Welcome and advise customers - Keep the shop floor clean and tidy

- Ensure goods are well displayed - Handle payments - Arrange ordering and delivery - Receive deliveries from [suppliers](https://www.totaljobs.com/careers-advice/job-profile/retail-jobs/supply-chain-job-description)

**Character References:**

(Furnish upon request)