****[**240681@gulfjobseekers.com**](mailto:240681@gulfjobseekers.com)

**CAREER OBJECTIVE:**

To work with an organization offering a responsible, challenging and creative work profile; a conducive work culture and a continuous learning environment; where my knowledge and technical expertise can be utilized and honored.

**WORK EXPERIENCE**

**EURO ARAB MARKETING MANAGEMENT**

**(MARKETING SERVICES FOR RAK BANK)**

DUBAI, U.A.E

ABU DHABI BRANCH, TOURIST CLUB AREA

**RELATIONSHIP OFFICER**

January 22, 2015 up to Present

* Responsible for marketing products and services to new and existing relationships with the Bank,
* Develop and plan marketing activities
* Visit client sites and make telephone/email contact frequently, as well as cold calls and visiting target clients
* Keep informed of policies, practices, regulations, and laws as applicable.
* Continually develop enhanced pipeline reports ensuring portfolio growth.
* Manage and update client portfolio profiles, working with branch to obtain all required documents and enhanced due diligence as required or requested.

**ENTECH PACIFIC PTE. LTD.**

61 KAKI BUKIT AVE 1 #04-45

SHUN LI INDUSTRIAL PARK SINGAPORE 417943

**SALES EXECUTIVE**

January 2013 up to January 2014

* Supplying and offering electronic security solutions to existing and new clients
* Develop and maintain a customer database
* Plan and conduct direct sales and marketing activities with aim of meeting set targets
* Make sales calls to new and existing clients and respond to all product enquiries
* Demonstrate company products to current and potential clients
* Negotiate and maintain sales activity records and reports
* Respond to sales and technical inquiries and concerns by phone, email or in person
* Ensure customer service satisfaction and good client relationships
* Advice / inform management on new products trends / technologies and competition

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**TORRENT PHARMA PHILIPPINES, INC.**

UNIT 601,6TH FLOOR ITC BLDG.,

337 SEN. GIL PUYAT AVENUE MAKATI CITY,

METRO MANILA, PHILIPPINES

**PROFESSIONAL MEDICAL REPRESENTATIVE**

May 2008 up to February 2012

* Plan work schedules, weekly and monthly timetables.
* Prepares quotations and prices for clients.
* Prepares presentation, sales reports and sales forecast annually, quarterly and monthly.
* Prepares sales order and delivery orders of products.
* Handling customer complaints and responsible for submitting reports
* Develops strategies for increasing opportunities to meet and talk to contacts in the medical and healthcare sector;
* Responsible for selling and marketing of pharmaceutical drugs and health care products.
* Arrange appointments with doctors, pharmacists and hospital medical teams
* Organize conferences for doctors and other medical staff; building and maintaining positive working relationships with medical staff and supporting administration staff;
* Involved working with the area sales team discussing future targets with the area sales manager;
* Regularly attending company meeting;
* Involved working with the area sales team discussing future targets with the area sales manager;
* Work with team managers to plan how to approach contacts and creating effective business plans for making sales in a particular area.

**AWARDS :**

* Received award for promoting and achieving sales target of medicines or drugs of Torrent Pharma Phils., Inc.
* Received award for being the **Brand Champion of Anti-Diabetic Product** during the 2010 Annual National Conference of Torrent Pharma Phils., Inc.
* Received award for being the **Brand Champion of Anti-Hypertensive Product** during the 2010 Annual National Conference of Torrent Pharma Phils., Inc



**HERBS AND NATURE CORPORATION**

UNIT 501-B REGALIA PARK TOWERS

150 P. TUAZON CORNER EDSA CUBAO, QUEZON

CITY,PHILIPPINES **PROFESSIONAL MEDICAL** **REPRESENTATIVE** September 2007 up to May 2008

* Arrange appointments with doctors, pharmacists and hospital medical teams
* Plan work schedules, weekly and monthly timetables.
* Prepare quotations and prices for clients.
* Prepare presentation, sales reports and sales forecast annually, quarterly and monthly.
* Prepare sales order and delivery orders of products.
* Organize conferences for doctors and other medical staff; building and maintaining positive working relationships with medical staff and supporting administration staff;
* Maintain good relationship with nurses and doctors as well as develops contacts with people in the medical world
* Educate the advantages of drugs of the organization to doctors and other medical professionals
* Maintain up to date knowledge on latest development in the field of medicine
* Responsible for selling and marketing of pharmaceutical drugs.

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**MAPFRE INSULAR INSURANCE CORPORATION**

MAPFRE ASIAN CORPORATE CENTER ACACIA

AVE. MADRIGAL BUSINESS PARK, ALABANG,

MUNTINLUPA CITY,PHILIPPINES

**INSURANCE COORDINATOR (ISUZU AUTOMOTIVE DEALER INC.-ALABANG)**

December 2006- June 2007

* Prepare policies, endorsements and quotations
* Receive and check the completeness of claims documents;
* Responsible with the growth and maintenance of business from the dealer and clients through the issuance of motor car policies;
* Handle claims in coordination with Claims Department in the Head Office.
* Collection from the dealer through exchange check; convince sales executives and clients of the dealer to insure with the company;
* In charge of the maintenance of renewal accounts; accept risks within underwriting guidelines issued by Head Office;
* Handles exchange checks; prepare and submit monthly reports to the Corporate Affair Department
* Demonstrate customer service in a complaint driven environment in the insurance industry;
* Working with client in potentially situations; discuss and explain insurance policies rules; as well as analyze insurance policies and problems; analyze and prepare on Assured complaints;
* Handles claims relating to damage caused to the policyholder property.

**SALES SUPPORT ASSISTANT**

September 2006- December 2006

* Assist the Sales Support Manager in overall function of Sales Support unit;
* Assist the Sales Support Manager in organizing Company’s annual event;
* Purchase office supplies; responsible in making request for payments for the suppliers;
* Encodes Corporate Promo Item orders in the computer;
* Arranges delivery for the Corporate Promo items;
* Handle telephone inquiries and proper screening of telephone calls;
* Filing Sales Support documents

**INGERSOLL RAND PHILS. INC.**

KM.22 EAST SERVICE ROAD, SOUTH SUPERHIGHWAY, CUPANG

MUNTINLUPA CITY, PHILIPPINES

**ADMINISTRATIVE & CUSTOMER SERVICE ASSISTANT**

May 2005 to June 2006

* Prepares Customer Service Order;
* Prepares local and international Delivery Order;
* Purchase local or international order and handles Parts & Service Inquiry
* Inquires products price from (e-store) internet in preparing parts/service quotations;
* Encodes all received Customer’s Purchase Order into the computer system (OPIMS);
* Responsible in doing all order write-ups on all product’s parts may it be charge/warranty that are not available on stock;
* Coordinate from CSR status of all orders that have been entered but have not been shipped;
* Prepares receiving report on all outside purchases upon delivery of materials from local suppliers;
* Prepares Sales Invoice and prepares delivery requirements and arranges courier deliveries

3

**EDUCATIONAL BACKGROUND:**

**COLEGIO SAN AGUSTIN-BACOLOD**

**Bachelor of Science in Commerce Major in Banking and Finance**

B.S. Aquino Drive, Bacolod City, Negros Occidental, Philippines 2001-2005

**ST. THERESITA’S ACADEMY**

Rizal St. Silay City, Negros Occidental, Philippines 1997-2001



**SKILLS**

* Proven Sales achiever and relationship-builder with unsurpassed interpersonal skills
* Results-driven achiever with exemplary planning and organizational skills, along with a high degree of detail orientation
* Exceptional listener and communicator who effectively conveys information verbally and in writing.
* Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent p rojects.
* Computer-literate- performs with extensive software proficiency covering wide variety of applications such as:

(MS Outlook, MS Excel, MS Publisher, MS Word, MS PowerPoint, Adobe Photo Shop)

* Highly skilled in driving light vehicles



**TRAININGS & SEMINARS**

Jan. 3, 2012- Jan. 7, 2012 **Product Knowledge Training Program for Anti Lipidemic Product**

By Torrent Pharma Product Manager

Berjaya Hotel, Makati City, Philippines

Oct 11, 2010- Oct 14, 2010 **POSSITIVE Selling Skills Training / Understanding Medical Selling - T.R.U.S.T. Process**

By Torrent Pharma Training Officer

Maxewell Hotel, Cebu City,

Feb 8, 2010- Feb 12, 2010 **Product Knowledge Training Program for Gastro & Anti Infectives Products**

By Torrent Pharma Product Manager

City Garden Makati City, Philippines

Apr 1, 2009- Apr 4, 2009 **National Conference Selling Skills Training/ Setting SMARTER objectives**

By Torrent Pharma Product Manager

TAAL VISTA Hotel, Tagaytay, Philippines

Sep 7, 2008- Sep 10, 2008 **Product Knowledge Training Program for Cardio Metabolic Products**

Torrent Pharma Product Manager

Torrent Pharma Phils.,Inc. Makati Philippines

Sep 1, 2008- Sep 4, 2008 **Selling skills Training/The psychology and principles of selling**

By Torrent Pharma Product Manager

Torrent Pharma Phils.,Inc. Makati Philippines



**PERSONAL INFORMATION**

Age : 30 years old

Birthdate: October 2,1984

Sex : Female

Civil Status : Married

Nationality : Filipino



**LANGUAGES**

* English
* Filipino

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