**OBJECTIVES**

To have an opportunity and privilege of being a part in the company’s growth through the knowledge and skill I may contribute.

**HIGHLIGHTS OF QUALIFICATION SKILLS**

*Strength:*

Taking Initiative; Administration; Self-Motivator; Quick Learner

*Soft Skills:*

Strong Interpersonal skills: can work under pressure w/ less supervision, flexible and easily adapt to change, Good Team Player, Optimistic, Charismatic; Good Communication skills; Commercial awareness; Sales skills; and Strong Organizational and time management skills

*Technical Skills:*

Computer Literate: *MS Office, Internet;* Clerical works

**WORKING EXPERIENCE**

**FUNWORLD**

**Philippines**

***September 2014 - October 2015***

- SALES COORDINATOR

- responded quickly and efficiently to all in-coming sales enquiries, by telephone, fax and email.

- follow up all enquiries, preparing proposals where necessary and facilitating show rounds with potential clients to show them our facilities

- contracting bookings and raising invoices

- coordinating all details for the client, including food and beverage, AV equipment, entertainment, themes etc

- responding to and coordinating all internal meeting requests

- recording the progress of all enquiries and translate into a monthly report, including source of business trends, enquiry conversion rates, future predicted sales and other reports as directed by the sales manage

- liaising at all times with all team members and work as a team to reach targets set by the Sales Manager

- providing input and ideas into marketing initiatives and subsequently promote these initiatives and monitor responses

**GX INTERNATIONAL INC.**

**Philippines**

***November 17, 2011 – August 2014***

- MEDICAL REPRESENTATIVE

- promoted my products through detailing and emphasizing the features and benefits of the product to target doctors in my assigned area.

- reached the target unit sales per month.

- built good rapport with doctors to ensure prescription of my products,

- monitored the availability and movements of my products to all drugstores covered in my territory.

- worked strategically to increase the awareness and use of their company’s pharmaceutical and medical products

**PERSONAL DATA**

*Birth Date* : June 22, 1988

*Height* : 5’4”

*Weight* : 47 kgs.

*Civil Status* : Single

*Nationality* : Filipino

*Religion* : Roman Catholic

*Language Spoken* : English, Tagalog, Waray-waray and Cebuano

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**EDUCATIONAL BACKGROUND**

Tertiary : **BACHELOR OF SCIENCE IN NURSING**

SOUTHWESTERN UNIVERSITY

Philippines

2005-2009

Secondary : **HOLY INFANT COLLEGE**

Philippines

2001-2005

Primary : **HOLY INFANT COLLEGE**

Philippines

1995 – 2001

**SEMINARS / TRAININGS ATTENDED**

* **“ADVANCE CARDIAC LIFE SUPPORT (ACLS)”**

*(Supplemental course to NCM 104-A: Rehabilative Nursing Care Management)*

Philippines

October 16-18, 2008

* **“Innovating Leadership Through Influence and Example”**

AVR 3,MHAM Building, Southwestern University, Philippines

October 11, 2008

* **“Ethical Issues in Research”**

AVR-M3, Southwestern University, Philippines

February 9, 2008

* **“Global Pandemic Avian Influenza,SARS and HIV/AIDS be aware”.**

Philippines

November 21, 2007

* **“Is the Global Environment for you?”**

Held at the AVR 2, MHAM building

Southwestern University, Philippines

September 9, 2007

* **“Gender Sensitivity training for Seafarers”**

National Maritime Polytechnic, Philippines

October 13, 2010

* **“Prevention Of Alcohol and Drug Abuse in the Maritime Sector”**

National Maritime Polytechnic, Philippines

October 01, 2010

* **“STD/HIV/AIDS Prevention in the Maritime Sector”(SHAPIMS)**

National Maritime Polytechnic, Philippines

September 24, 2010

* **“Basic Safety Training”**

*Personal Survival Techniques*

*Fire Prevention and Fire Fighting*

*Elementary First Aid*

*Personal Safety and Social Responsibilities*

National Maritime Polytechnic, Tacloban City, Leyte, Philippines

September 20-30, 2010



**Gulfjobseeker.com CV No:** **1492722**