 **PROFILE**  **Key Skills and Competencies**

[**Edward.27994@2freemail.com**](mailto:Edward.27994@2freemail.com)

* *A solid team player who thrives on working in a fast paced environment.*
* *Having a persuasive personality & focused on achieving goals.*
* *Have a professional style of communication & ability to build rapport with*

*prospective customers.*

* *Possessing a confident and articulate telephone manner.*
* *Having a burning desire to succeed.*
* *Able to discreetly handle sensitive and confidential information.*
* *Willingness to take travel where necessary.*
* *Having a Philippine Driver License for more than 15 years.*

*A results driven, committed and articulate sales representative with excellent communication skills and a high level of customer commitment. Multi-skilled with the*

*ability to plan & manage territory whilst and maintaining & developing existing and new customers through ethical sales methods and consistent high customer service.*

*Possessing a good team spirit, deadline orientated and having the ability to succeed in a demanding sales environment*.

*Now looking forward to a making a significant contribution in an ambitious and*

*exciting company that offers a genuine opportunity for progression.*

** EXPERIENCE**

**Bulacan Auto Center Marketing Professional**

**2014 – 2015**

* Comparing car prices for a potential customer and then giving them the best possible price when buying a car.
* Following up on sales leads.
* Arranging test drives for clients
* Dealing with potential buyers face-to-face, over the phone and via email.

Inputting customer and vehicle data into the company's data system and keeping these records up to date.

Building on the work of the auto telesales team.

Coming up with accurate sales and expenditure forecasts.

Focused on maintaining a high standard of customer service.

**Brokermatch Telesales Executive**

**2012 – 2014**

Selling mortgages to both new and existing clients.

Working on high quality appointment setting campaigns.

Making B2B outbound telesales calls.

Closing sales and making plans to gain repeat business.

Performing administrative duties.

Booking appointments for sales representatives to visit potential customers.

Using Word & Excel to write reports and create invoices.

Maximizing every sales enquiry.

**Nebot Online System Inc. Operation Manager**

**2011 – 2012**

* Coordinate with the owner in the recruitment and selection of teaching and support staff.
* Maximize the contribution of all staff to improving the quality of education provided and standards achieved.
* Promote the school’s ethos in which the highest standards are expected from all members of the school community.

**NCO- RMH Teleservices Asia Pacific Inc. Real Time Data Analyst | Dialer**

*2009 – 2011*

* Analyze data processing requirements to plan data processing system that will provide system capabilities required for projected workloads.
* Managed the predictive dialer which controls outbound calls for all outbound collection campaigns under the umbrella group of NCO.
* Publish and submit daily, weekly, monthly and year to date reports which reflect data important to management, department and client.

*2008 - 2009* **Customer Sales Representative (Sprint Nextel Corp. - USA)**

Sales Marketing / Telemarketing & Telesales

Build customer satisfaction thru complementing existing services.

Offer enhancement services to improve current plans.

**Basic Pharmaceuticals Inc. Medical Sales Representative**

**2007 – 2008**

Arranging appointments with doctors, pharmacists and hospital medical teams, which may include pre-arranged appointments or regular 'cold' calling;

Making presentations to doctors, practice staff and nurses in GP surgeries, hospital doctors, and pharmacists in the retail sector.

Organizing conferences for doctors and other medical staff;

Building and maintaining positive working relationships with medical staff and supporting administration staff

Keeping detailed records of all contacts and reaching (and if possible exceeding) annual sales targets;

Planning work schedules and weekly and monthly timetables.

Regularly attending company meetings, technical data presentations and briefings;

Keeping up with the latest clinical data supplied by the company and interpreting, presenting and discussing this data with health professionals during presentations;

Monitoring competitor activity and competitors' products;

Maintaining knowledge of new developments in The National Health Service (NHS), anticipating potential negative and positive impacts on the business and adapting strategy accordingly;

Developing strategies for increasing opportunities to meet and talk to contacts in the medical and health care sector;

Staying informed about the activities of health services in a particular area;

Working with team managers to plan how to approach contacts and creating effective business plans for making sales in a particular area.

**Rated E (Clothes Boutique) Operation and Logistics Manager**

**2005 – 2007**

* Play a significant role in long-term planning, including an initiative geared toward operational excellence.
* Oversee overall financial management, planning, systems and controls.
* Supervise and coach workers on a weekly basis.
* Improve the operational systems, processes and policies in support of organizations mission -- specifically, support better management reporting, information flow and management, business process and organizational planning.
* Manage and increase the effectiveness and efficiency of workers, through improvements to each function as well as coordination and communication between support and business functions.

**PERSONAL DETAILS**  **EDUCATION**

**Name: Edward Secondary: Saint James Academy**

**Date of Birth: 26 September 1983 Tertiary: Centro Escolar University**

**Degree:** *Bachelor of Science in Commerce (Management)*