**First Name of Application CV No 1624356**

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**OBJECTIVE**

To take and contribute to the continuous development of a

reputable organization: a challenging position wherein opportunities

for career growth, self-fulfillment and personal development will be

realized.

**WORK EXPERIENCE**

**Brand Supervisor**

**Al Tayer Group of Companies UAE**

**March 1, 2007 to Present**

 **Key task responsibilities**

* To visit outlets as per schedule to verify stocks, place orders, follow up with logistics on shipment arrival / postings and with the warehouse to ensure timely delivery of all the stocks
* Ensure compliance of merchandising guidelines and maintenance of cosmetics / perfumes personalized counters where applicable.
* Negotiate favorable locations and promotional gondolas for displaying the products. Arrange for in store events/ sales promotions to get maximum mileage out of promotion and also coordinate set up cost, productions and installations to maximize brand visibility.
* Prepare sales proposals on promotions / launches/ events and submit post event sales reports, along with recommendations to maintain brand visibility and increase sales.
* Build and maintain excellent relationships with Outlet staff and management to in order to facilitate smooth operations and also regularly follow up with logistics on shipment arrival and posting of the status.
* Organize periodic meetings with all outlet management to review sales achievement, stock positions, and future promotions and maximize business partnership**.**
* Gather market intelligence during outlet visits; analyze competitor‘s price, brand image, promotional activities, etc and submit monthly reports to brand/ sales managers
* Ensure that standards of housekeeping, grooming, presentation and professional conduct are maintained
* Guide and motivate subordinates to enhance performance and produce quality work
* Achievement of communicated financial / productivity targets

**Assistant Store Manager**

**KNOTIKA MARINE Showroom & Restaurant**

**April 26, 2006 up to January 30, 2007**

**Sheik ZayedAlquoz UAE**

 **Key task responsibilities**

* Assist in managing the outlet operations and ensure brand guidelines are adhered to as required by the company and franchise standard.
* Supervised the sales promotions and ensure the highest standard of service is delivered.
* Facilitate system transaction and control Micros/POS system opening and cash out procedure.
* Monitor stock levels at the outlet to ensure optimum stock levels are maintained. Maintain hygiene standard and monitor regular quality checks for the outlet.
* Handle all customer queries/comments to ensure customer

satisfaction.

* Maintain visual merchandising standard in the outlet.
* Comply with all company policies and procedure.
* Guide, direct, develop and motivate subordinate to optimize productivity and enhance performance.

**Sales Consultant/Customer Service Executive (DELL Products)**

#### Inbound Call Centre

**Ambergris Solutions – June 6, 2004 to March 30, 2006**

 **Key task responsibilities**

* Sell DELL computers and services to prospective customers and meet monthly sales metrics. Evaluate computer specifications and recommend products and services based on customer requirements.
* Assembles and recommends the right DELL computers according to the needs and budget of the customers.
* Assist all calls regarding inquiries, complaints and other computer matters.
* Give all the possible option in terms of services, finances and promotions that the company has, so that customer satisfaction could be achieve.
* Monitors all deliveries, cancellations of all computers already booked to avoid miscommunications.
* Follow all the set standards set by the company from building the computer up to the time it was delivered to the clients.
* To meet all metrics set by the company in monthly basis.

**Sales and Marketing Manager** -

**My Way Philippines Inc - November 16, 2002- June 4, 2003**

 **Key task Responsibilities**

* Effectively implements sales & marketing strategies outside Metro Manila to increase sales and to promote awareness towards the company.
* Conduct –out of town rallies or seminars and facilitates implementation of training modules designed for dealers
* To keep abreast of any business development activity, strategy and performance of competitors, particularly with regards to their pricing trends and policies. To employ such strategies that will avert the occurrence of unnecessary loss of valued clients and to constantly monitor and evaluate the reasons attendant thereto
* Attends regular meetings and reports any concerns and development to the Operations Manager
* To implement over – all company strategies on products, services, system, programs and activities to increase sales & awareness of the public to enhance the business growth of the company
* Conduct meetings with dealers and resolves any issues concerning their association with the company. Designs promotional plans and strategies to enhance company marketability.
* Monitors all telesales staff and telemarketing activity.

**Sales Support and Administrative Manager**

**Water Philippines – Jan 8, 1997- November 6, 2002**

  **Key Task responsibilities**

* Assists in administrative planning and evaluation of policies, procedures and services, act as an executive secretary to the President of the company.
* Determines staffing needs in assigned area of responsibility, within established
* Guidelines; selects, evaluates, trains and supervises administrative staff and other assigned staff; determines work assignments and work schedules.
* Schedules meetings, maintains office calendar for all department employees.
* Prepares, maintains and updates complex office filing and record keeping system.
* Establishes, organizers and maintains department records, files and reports; including occasional extensive filing duties.
* Schedules appointments, maintains department calendar, facilitates meeting arrangements such as scheduling rooms and facilitates payments if necessary.
* Organizes details for special events such as seminars and presentations.

**SKILLS**

* Proficiency **Microsoft Word, Excel, Power Point, Outlook**
* Well verse in any kind of **Marketing Activity** and have a solid background in **sales, telemarketing, and customer service**
* **Proficient in POS and Oracles System.**
* Knows how to drive professionally

**SEMINARS**

1. **Retail 101** – Business Procedures, Branding, Coaching

Oxford Summer School. March 2011

1. **Consultative Training, Effective Communication Skills**, **Career Assessments Training**. ( Altayer Training Dept )
2. **Job Coaching, Effective Supervisor Course, Report and Service Training, Bronze Training, Excellent Customer Service Training.**(Altayer Training Department)
3. **Retail 101- Reatail International Business Standard.**

Oxford School Summer Program

Dubai UAE

**EDUCATION**

 **B.S.B.A. Major Computer Management**

 **National College of Business and Arts- Aurora Cubao**

 **March 1995**