**ALVIN**

**OBJECTIVE:**

To work in a challenging and competitive environment where I can practically apply and improve my Managerial Accounting Skills required from my education; experienced to add value and which would provide an opportunity for Professional Growth and Realization of Organizational Goals.

### PROFILE SUMMARY

* Hold a Master’s Degree in Business Administration (MBA)
* **8+ years’ experience** in office administration, Sales & Operations, Marketing & Distribution from Top Companies in the Philippines
* Well-versed in managing wide variety of industries (Manufacturing, Retail, Wholesale, Merchandising, Business Development, and Corporate Solution Selling)
* Expert in Multi-tasking jobs & can sustain long hours of work
* Flexible and able to adapt to all kinds of working environment.
* Outstanding sales experience (Business Development, Corporate & Field Work)
* Knowledgeable in Managerial Accounting, Sales & Marketing, Operations Management
* Advanced Planning, Decision Making & Leadership Skills.
* Can effectively & efficiently work & thrive under pressure
* Highly proficient in MS Office Applications.
* Have excellent communication & interpersonal skills (written and oral).
* Can handle multiple tasks effectively and very much flexible with time.
* Impeccable style of correspondence and effective presentation.
* Ability to work under minimal supervision and report to top management.
* Faultless maintenance of reminders and follow-up systems
* Excellent leadership qualities & can handle multiple tasks.
* Expert in handling people of diverse personalities, and renowned for being an excellent team player.
* Demonstrated ability to gain customer trust and provide exceptional follow-up, leading to increased repeat and referral business.
* Skillful in diagnosing, understanding & handling customers / client’s needs or wants and resolving their issues with ease.

**JOB PROFILE**

Company: **ABS-CBN CONVERGENCE INC.**

Period: 2014 – 2015

Position: **District Sales Manager**

**Major Responsibilities:**

* Penetration and Saturation of the assigned area from sim seeding to sim activation (network monitored)
* Regular training and coaching of Sales and Admin workforce of Trade Partners (Globe Distributor) as well as Local Distributor (all channels except direct-to-subscriber)
* Maintaining regular trade check for telco-partners, wholesalers, retailers, as well as newly opened stores including joining reports and their testimonials.
* Maintaining each file for each sale including Requests, Quotation, Tenders, Dealer’s Agreements, Copy of DD or Cheque etc.
* Preparation of Monthly Sales Target and Evaluation of Sales Team
* Regular visit of IT Support Team to Admin. & Sales Staff of Distributor & facilitate specific Customers Event & Activities
* Co-ordination in networking and TV commercial airing to local promotion and in-store merchandising

Company: **SPLASH CORPORATION**

Period: 2010 – 2014

Position: **Customer Development Manger**

**Major Responsibilities:**

* Create and implement strategies that will lead to the attainment of the desired distribution, lead time in new product introduction
* implementation of channel activations and customized merchandising as per trade classification
* Compliance to CTSR (Cost-to-Sales Ratio) in all aspects of the business, from revolving fund, to strategic sales blitz and even sales supports to key accounts.
* Management of accounts receivable and manually evaluates and matches inventory both warehouse and plant upon retrieval of orders from key accounts within the assigned area.

Company: **COMGLASCO AGUILA GLASS CORPORATION**

Period: 2009 – 2010

Position: **Financial Accountant**

**Major Responsibilities:**

* Maintains financial records for subsidiary companies by analyzing balance sheets and general ledger accounts.
* Reconciles general and subsidiary bank accounts by gathering and balancing information.
* Provides financial status information by preparing special reports (Sales Reports); completing special projects.
* Corrects errors by posting adjusting journal entries.
* Maintains general ledger accounts by reconciling accounts receivable detail and control accounts; adjusting entries for amortizations prepaid; analyzing and reconciling retain age and accounts payable ledgers; preparing fixed asset depreciation and accruals.
* Secures financial information by completing database backups; keeping information confidential.
* Maintains accounting controls by following policies and procedures; complying with federal, state, and local financial legal requirements.
* Updates job knowledge by participating in educational opportunities; reading professional publications.
* Accomplishes accounting and organization mission by completing related results as needed.

Company: **U-BIX CORPORATION CORPORATION**

Period: 2005 – 2009

Position: **Administrative Assistant / Branch Head**

**Major Responsibilities:**

* Formulates General Objectives of the department
* Review all sales plans, reports and forecast of all OP Customer Service Officer and Account Executives and recommends appropriate plans and actions
* Participate in Copier Division planning
* Attend appropriate trade shows/exhibits and other promotional efforts as required
* Prepare Copier Weekly Sales Reports and submit to SAVP for Sales
* Prepare Consumables Weekly Sales Reports and submit to SAVP for Sales
* Spearhead the consumable and machine sales meeting once a week
* Assist in the closing of all sales concerning Copier transactions of all selling units
* Handling the business for entire Visayas & Mindanao (Manila Based)
* In-charge of sales and operations
* Directing sales force to double sales volume (in units & revenues)

**EDUCATIONAL PROFILE**

* Master’s Degree in Business Administration in University of St. La Salle -2010
* Bachelor’s Degree in Management Accounting in University of St. La Salle - 2005

**PERSONAL PROFILE**

Date of Birth: 27rd November 1983

Marital Status: Single

Linguistic Abilities: English, Chinese,Filipino

Nationality: Filipino