***Claveria,***

Personal Particulars

Age : 34 years

Date of Birth : 26 Nov 1981

Nationality : Filipino

Gender : Male

College Degree

Major : Business Administration major in Management

Institute/University : University of the East – Manila, Philippines

Graduation Date : March 2004

Average Grade : 1.83 (1 being the highest, 5 the lowest)

Employment History

**“WORLD CLASS PRODUCTS WORK WITH.”**

**AL KHAYYAT INVESTMENT - Dubai, UAE** ****

**COMPANY PROFILE**

***“Offered world-renowned gym equipment and accessories: Life Fitness, Hammer Strength, Brunswick and others”***

**Designation :** Sales Support Coordinator cum Logistics Assistant

**Duration**  **:** August 2012 - present

**Job Responsibilities**

* Uses ORACLE SOFTWARE & MICROSOFT APPLICATIONS for daily tasks.
* Processes Sales Orders thru Oracle system.
* Ensures that items received and delivered are in good condition.
* Prepares price quotations as requested by Customers.
* Receives Job and Purchase orders from the Operations Supervisor.
* Processes the opening of accounts new customers.
* Coordinates with Salesmen and Warehouse the deliveries including Export items.
* Follows up the Sales team for payment balances and delivery schedules.
* Tasked by the General Manager to reach monthly sales target.
* Reports to the Operations Supervisor the Monthly Sales Target.
* Maintains electronic filing of Customer job orders for records and monthly sales forecast.
* Satisfied Customer needs and requests.
* Counterchecks the items arrived thru order confirmation and shipping documents.
* Monitors stocks and ensure that those incoming are booked into the warehouse.
* Encodes inventory of items thru Excel and Oracle.
* Orders gym equipment and accessories in Dubai, Life Fitness U.S.A. and Fitness Escape U.K.
* Request our Accounts to prepare payment for Suppliers.
* Encodes Supplier’s Order Confirmation (of items) in the Oracle system
* Tracks shipment of items: e.g. Date of dispatch from Suppliers and others.
* Advises in advance the arrival date of purchased items to the warehouse and Sales Executive.
* Supports the Logistics Manager with the inbound and outbound logistic transactions.
* Tasked to prepare logistical documents.
* Communicate effectively with clients and other operational personnel.
* Controls the filing of documents: job orders, invoices, delivery notes, payments, order confirmations, bank guarantees and others for references.
* Provide general administrative and clerical support including mailing, scanning, faxing & copying.
* Maintains office supplies inventory by checking stock to determine inventory level; anticipating needed supplies, placing and expediting orders for supplies; verifying receipt of supplies

**K.D. INDUSTRIES INC**

**COMPANY PROFILE**

***“U.A.E. products exported also in U.S.A.”***

**Designation**  **:** Sales Coordinator / Inventory Controller

**Duration**  **:** June 2007 – August 2012

**Job Responsibilities**

* Uses TALLY SOFTWARE & MICROSOFT APPLICATIONS for daily tasks.
* Processes Sales Invoices for item deliveries thru Tally System
* Counterchecks the arrival of items from Suppliers against invoice and purchase order.
* Regularly monitors the raw materials and stocks produced (such as metal pipes, rectangles, squares and sheets), delivered and returned.
* Presents the warehouse inventory report to the General and Sales Manager, Production Engineer and Company Accountant
* Electronic recording of the overall stocks inventory of the company.
  + Uses Tally System Software for data entry of stocks.
  + Encodes the received, produced, delivered and returned items in the Excel Sheet.
* Composed a computerized location of stocks for organized warehouse counting.
* Coordinates with the Sales Manager for the stocks to be delivered.
* Prepares quotations as per customer request.
* Processes Sales Invoices for item deliveries thru Tally System
* Submits monthly sales report to the Sales Manager and Managing Director.
* Secures gate pass from Jebel Ali Free Zone Customs.
* Controls the documents of purchase orders, delivery notes, invoices, supplier order details and other related papers for references.
* Informs the Warehouse team for the preparation of items to be delivered.
* Checks the measurement dimensions of stocks before delivery for Logistical purposes.
* Monitoring deliveries, ensuring customer satisfaction and maintaining accurate logs of all transportation and goods.
* Arranges transportation for all orders to ensure material is delivered as per schedule.
* Assisted the Accounts team and Logistics in relation to payments and deliveries.

**CPR CARWASH – Calasiao, Philippines**

**COMPANY PROFILE**

***“Quality and efficient cleaning as well as for branded cars: Toyota, Honda and others.”***

**Designation**  **:** Manager

**Duration**  **:** March 2006 – March 2007

**Job Responsibilities:**

* Greeted and entertained incoming customers.
* Assisted customers on car related problems.
* Scheduled the day and night shift car washers.
* Organized the cars prioritized for cleaning.
* Procured carwash accessories such as chamois, tire black, car shampoo, car wax and armor all spray.
* Parked customer vehicles in the cleaning and drying area.
* Assisted washers in cleaning cars; vacuum scrub, car wax apply, car seat cover change, body, under and engine wash.
* Prepared the daily wages of car washers and other monthly expenses; electric and water bills.

**TOYOTA MOTORS – Calasiao, Philippines**

**COMPANY PROFILE**

***“One of the world class branded cars.”***

**Designation**  **:** Marketing Professional

**Duration**  **:** June 2005 – Feb 2006

**Job responsibilities:**

* Sold Toyota car products.
* Introduced car specifications and price schemes to incoming customers.
* Requested requirements from Customers for financial loan approval.
* Submitted the complete financial loan requirements to Toyota Finance or Banks.
* Submitted the payment to our Accounts Department
* Advised our Logistics team to order the desired vehicle by Client.
* Requested insurance and plate card for car ordered.
* Requested our service department to prepare the sold car: under coating, upholstery, car cleaning etc.
* Submitted daily customer report to our Sales Manager.
* Accompanied our drivers for the delivery of Cars.
* Made sure that cars ordered are in good quality and service.
* Assisted Customer complaints and queries.

**PEPSI COLA PRODUCTS – Calasiao, Philippines**

**COMPANY PROFILE**

***“Offered World-class beverages.”***

**Designation**  **:** Dealer - Sales Personnel

**Duration**  **:** May 2004 – May 2005

**Job Responsibilities:**

* Worked as a Salesman and Driver simultaneously for faster routing of prospected customers.
* Created sub–routes for systematic delivery of Pepsi products.
* Remitted daily sales to the Pepsi Accounting Office.
* Prepared Daily Sales Reports.
* Encouraged customers to exclusively buy Pepsi Products whereby they signed contract.
* Loaded Pepsi Products in the morning and unloads the unsold stocks in the evening.

Trainings

* On the Job Training (OJT) – Admission Office Assistant – University of the East, Nov 2003 – March 2004
* Entrepreneural Venture Training, University of the east – June 2003 – October 2003

**Job Seeker First Name / CV No: 1717656**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

