**MARCO**

**OBJECTIVE**

To be a part of an organization wherein I can grow and continuously gain more knowledge and experiences in various fields in order to fit in and use my skills, talents and learning to provide excellent service/work as well as to become more flexible so I can adapt with today’s fast growing technologies and way of living.

**EDUCATION**

2003 – 2006        Olivarez College – BSC Marketing Management
           Philippines

2000 – 2002        San Beda College – Information Technology
           Muntinlupa City

1999 – 2000        AMA Computer College
            Makati City

1995 – 1999        Manresa School
            Secondary School
           Parañaque City

**PROFESSIONAL EXPERIENCE**

**March 2013 – Present**

Philippines
**Job Title: Family Assistance Director**

Main Duties and Responsibilities

* Manages and supervises over-all planning of memorial services for La Funeraria Paz, Inc. clients and other memorial plan companies including services rendered by APEC accredited mortuaries.

**August 2012 – March 2013**

***Abundance Providers and Entrepreneurs Corporation (APEC)***Makati City, Philippines
**Job Title: Client Service Director**

Main Duties and Responsibilities:

* Facilitates the calls of inquiries and use of memorial plans 24/7.
* Coordinates with the accredited mortuaries for the use of memorial plans.
* Accompany and assists the bereaved family on the coverage of their memorial plan in the accredited mortuaries.
* Facilitates the endorsement of memorial service thru the accredited mortuaries on rendering of service.

**February 2012 - June 2012**

***Folares Pharmaceuticals, Inc.***

Makati City, Philippines

**Job Title: Medical Information and Marketing Specialist**

Main Duties and Responsibilities

* Markets and sells the company’s range of products to drugstores, hospitals, clinics, industrial accounts, and dispensing doctors.
* Manages and maintains a territory to promote the company’s product     range to the medical profession in line with the approved marketing plan.
* Has an interface with the Branch Managers, Supervisors, and Stock Analysts of Mercury Drug Branches. Sets and administers activities in promoting the company’s product range to the medical profession.
* Data Management
* Monitors and reports sales production in a monthly business review.

**2009 – January 2012**

***La Funeraria Paz, Inc. (LFPI)***

Quezon City, Philippines
**Job Title:    Memorial Service Associate, Services and Operations Division**

Main Duties and Responsibilities

* Handles and monitors the record keeping of sales production using a systematic process flow.
* Data Management
* Implements and administers memorial service.
* Assists the bereaved family in selecting appropriate service befitting the stature of the deceased.
* Attends and assists to every case to ensure delivery of prompt and efficient memorial service contracted by clients.
* Monitors the documentation and processing of contracted services.
* Systematic coordination with Accounting Department, Transport Department and others for the effective and efficient process flow of services.

**October 2006 - June 2009**

***Prudentialife Market Resources Corporation***Makati City, Philippines

**Job Title: Institutional Sales Administrative Assistant**

Main Duties and Responsibilities

* Taps Potential Corporate Markets/Clients by providing proposals and computations that would suit their institutions' requirements.
* Gives assistance in conducting product presentations upon request by the Company's executives, sales agents and potential clients.
* Assists Regional Branches and Sales Councilors by providing them with the necessary materials needed for marketing the company’s products and services to Corporate clients (e.g. brochures, price lists, powerpoint presentation, etc.).
* Gives assistance to corporate agents on the step by step process of closing a corporate sale.
* Generates Memorandum of Agreements and other corporate contracts to corporate clients.
* Systematic coordination with Legal Department, Actuarial Services Department, Corporate Communications and Special Project Department and Administrative and Purchasing Department, Plan Processing Departments and others for the effective process flow of the operations of the department.

**SKILLS**

* Fluent in English and Filipino.
* Advanced skills in Microsoft Office.
* Economic research on internet.
* Can work efficiently under time pressure and with minimal supervision.
* Determined, able to deal with people diplomatically and a motivational leader.
* Highly motivated and eager to learn new technologies.
* Excellent Customer Service Skills.
* Loves Music, Beach so as to travel.

**SEMINARS AND TRAININGS**

* 2001    NIIT School of Technology
* 2006    Values Workshop, Business Etiquette , Customer Service Workshop
* 2010    Telephone Etiquette and Skills Training
* 2011    Personality Enhancement and Commitment to Work Training
* 2011    Salesmanship Seminar

**Job Seeker First Name / CV No: 1719324**

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