**CURRICULUM VITAE**

**ELMER T. FERNANDEZ**

**CAREER OBJECTIVE**

I would like to apply in this kind of job position in your company for me to enhance my professional skills in a dynamic and stable workplace. Furthermore I would like to explore my capacitie’s working at your company.

**PROFESSION**

Bachelor of Science in Business Administration Major in Management

**KEY SKILLS:**

* Computer literate especially in MS Word, MS Excel and MS PowerPoint, Tally, Outlook and QuickBooks
* Excellent verbal and writing communication skills.
* Ability to coach, leads, motivates and manages.
* Work extremely well under pressure.
* Have a positive thinking ability and a goal oriented person.
* Flexible team player who thrives in environments requiring ability to effectively prioritize and juggle multiple concurrent projects.
* Willing to perform any other reasonable and lawful duties assigned by the management.
* Leadership, Sales management, Decision making.

**PROFESSIONAL EXPERIENCE:**

* **INTEGRITY MOTORS CORPORATION (**CHEVROLET MANILA)
* AUG.19, 2013 – JULY 22, 2016
* Otis, Manila Philippines
* Group Retail Manager

**Key Responsibilities:**

* Every aspect of the day-to-day supervision of retail outlets, including sales, staff, stock and resources management.
* Maintaining statistical and financial records
* Preparing promotional materials and display
* Recruiting, training, supervising and planning
* A talent for connecting with customers quickly
* Management and customer service skills
* Marketing strategy, competitive analysis,
* Having good conservation (meeting) every twice a month
* Assisting my people every transactions before or after sales
* Assisting in the processing of legal documents before or after sales
* Attended training for the fastest information or knowledge in car industry
* Giving different task to my subordinates every day.
* Established disciplinary action ( rules) once they hired
* Multitasking and leadership

**KEY TRAININGS**

* December 2013 : Product knowledge in automobile industry
* September 2014 : Group Retails Service & Cure value
* July 2015 : Innovation, rebuilding and discussing new products to promote

**EAST WEST BANK CORPORATION**

* MAY 28, 2013 – AUG. 9, 2013
* Taguig Global City, Manila Philippines
* Collateral/Security Custodian

**Key Responsibilities:**

* To ensure the security documents are complete and legally binding.
* Acceptance, transfer and handing over of security documents
* Responsible for finalizing in accordance with the prescribed procedures
* Follow up securities include incomplete securities, audit deviations and exceptions listed by collateral compliance department (CCD)
* Responsible for ensuring that all documents are submitted in full when securities accepted
* Follow up correction of missing/faulty securities and exceptions by CCD
* Responsible for ensuring that contracts are legally and correctly finalized.

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**PERSONAL INFORMATION**

Date of birth: July 19, 1990

Age: 26

Civil status: Single

Citizenship: Filipino

**Job Seeker First Name / CV No: 1815384**

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

