**CAREER OBJECTIVES:**

 *Sales Supervisor in Multinational Industrial Company after (6) Six Months in which I started as a Retail Specialist, I began my career as a Service Crew in our country’s biggest Convenience Store Chain.*

*Based on my experiences started as the first contact employee, handling merchandises, retailing strategies and up to supervising sales associates and retail salesperson, I can focus on Businesses Big Picture which are Sales Goals, Marketing Strategy, Operations, Financing, and Compliance with rules and regulations of any industry specially in this country.*

*Possessing a BS in Business Administration Major in Marketing all duly attested and stamped by the UAE Embassy in The Philippines.*

**WORKING EXPERIENCE:**

**SALES SUPERVISOR**

**CRH-Aboitiz Company**

Philippines

***Republic Cement***

Victor del Rosario Enterprises

 San Leonardo, Nueva Ecija

Philippines

(December 16, 2015 – July 15, 2016)

**Duties:**

* Updating the Retail Specialist for the Dealer – to - Retailer price of the week or if there are changes to formulate pricing policies.
* Training, coach, counsel, motivate, recruit and discipline Retail Specialist.
* Checking of Daily Sales Report submitted by the Retail Specialist on a daily basis.
* Checking the Volume Sales Report Submitted by the Retail Specialist on a weekly basis.
* Checking Logistics from plant to warehouse to the retail stores.
* Retail Specialist monitoring and evaluation of on-the-job performance.
* Approval of all contracts to the retailers generated by the Retail Specialist, all terms and consignments.
* Setting logistic priorities depending on retailers product needs in a given time.
* Organize and distribute Retail Specialist schedules, responsibilities, resides each meetings and assure to meet the target sales output.
* Ensure promotions are accurate and merchandised to the company’s standards.
* Identify current and future trends that appeal to consumers.
* Ensure merchandise is clean and ready to be displayed.
* Ensure standards for quality, customer service and health and safety are met.
* Monitor local competitors.
* Handle customer questions, complaints, and issues.

**RETAIL SPECIALIST**

**CRH-Aboitiz Company**

Philippines

***Republic Cement***

Victor del Rosario Enterprises

 San Leonardo, Nueva Ecija

Philippines

(June 15, 2015 – December 15, 2016)

**Duties:**

* Help retailers, distributors and sub distributors on product and service knowledge for better reselling
* Update the retailers, distributors and sub distributors for any product changes in terms of price, quality development and consumer safety.
* Booking of orders, accept payments by cash, check, credit card or debit card, and make deposits at the bank prior to cash and cheque payments.
* Visiting their establishment for they might need to decorate the stores, signage’s, product displays, suggested retail price and take inventory.
* Monitoring the logistics, if they arrived in their designated Hardware Stores on time.
* Maintaining good relationship to the retailers.
* Identifying new clients to explain the features of product offering, and demonstrate its proper uses depending on the requirements of target clients.
* Updating the Daily Sales Volume to be submitted to the Sales Supervisor on a daily basis.
* Making a Daily Sales Report to be submitted to the Sales Supervisor on a weekly basis.
* Managing Itinerary Schedule for each month depending on the covered retailer areas.
* Updating Quarterly the Retailers Data Base.

**SERVICE CREW**

**Philippine Seven Corporation**

<http://www.7-eleven.com.ph/index.php>

7F Columbia Tower, Ortigas Avenue, Mandaluyong

1550 Metro Manila

Philippines

 ***7-Eleven Convenience Stores***

NE Pacific Branch

 (April 27, 2014 to May 27, 2015)

*Covered Areas:Order Counter, Merchandise Display Area, Storage Area*

**Duties:**

* Welcome customers as they arrive at the order counter
* Provide customers with the menu and suggest food items as per their preferences
* Inform customers of any special or new deals that the company has introduced
* Take orders by punching them into the POS database and repeat orders to ensure accuracy
* Take cash or process debit/credit cards in exchange of meals/items sold
* Prepare orders when needed by constantly checking the order slip for accuracy
* Handle preparation of fountain drinks, shakes and ice creams
* Assemble orders and pack them in a safe manner
* Ensure that condiments such as sauces and napkins are added to the packaged food items
* Assemble meals on a tray and offer the tray to the customers eating in
* Rotate stored food items to ensure freshness as per (FIFO) First in-First out Rule
* Discard any expired item immediately
* Ensure that order and food preparation counters are clean at all times
* Manage cleaning and maintenance activities on equipment such steamers, ice cream / drinks machines
* Order food supplies
* Receive supplies and ensure that they are stored properly
* Handle customers’ complaints and concerns

**SKILLSANDSTRENGTHS:**

* Excellent communication skills – written and oral
* Outstanding people skills
* Professionalism, diplomacy, tactfulness – to generate positive company image
* Good at presentations
* Negotiation skills
* Creative, insightful, innovative, assertive
* Leadership – result oriented and goals achiever
* Charisma
* Entrepreneurial attitude
* Enthusiasm
* Efficient under pressure
* Advance knowledge in Microsoft Office Applications
* Typing Skills (50-60 words/minute)
* Driving

**PERSONAL BACKGROUND:**

 Date of birth: 21 September 1995

 Place of birth: Cabanatuan City, Nueva Ecija

 Civil Status: Single

Languages: Filipino, English

 Height: 5’8”

**EDUCATIONAL BACKGROUND:**

 Primary: Holy Cross College

 Sta.Rosa, Nueva Ecija

 *Best in Computer*

 Year 2007

***Diploma Duly Attested By the U.A.E. Embassy of the Philippines.***

 Secondary: Holy Cross College

 Sta.Rosa, Nueva Ecija

 *Best in Computer*

 Year 2011

***Diploma Duly Attested By the U.A.E. Embassy of the Philippines.***

 Tertiary: **Bachelor of Science in Business Administration Major in Marketing**

 Nueva Ecija University of Science and Technology

 *Leadership Awardee*

 Cabanatuan City, Nueva Ecija

 Year 2015

***Diploma Duly Attested By the U.A.E. Embassy of the Philippines.***

**Job Seeker First Name / CV No: 1819392**

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



***I hereby certify that the above information and qualifications are true and may be supported by any authorized legal documentations.***



***Eduardo A. Gavino II***