**SHELAH**

**SHELAH.319922@2freemail.com**



 **OBJECTIVE (S)**

 To build career in a growing organization, where I can get the opportunities to prove my

 Abilities by accepting challenges, fulfilling the organizational goal and climb the career ladder

 Through continuous learning and commitment.

 **WORKING EXPERIENCE**

 **UNIGULF DEVELOPMENT LLC**.

 P.O Box 2328, Rashidiya

 Dubai, U.A.E

 August 16, 2014 – September 8, 2016

 *Sales Coordinator*

* Update the documents, compile and contracts
* Coordinate with the Sales Agent
* Making Proforma Invoice for customer/client

**DATE OF BIRTH:**

January 10, 1987

* Prepared Submittal request by Sales Agent to submit it to their customer
* Entertain telephone calls for inquiries

**CIVIL STATUS**

Married

* Generate Quotation thru Omega System
* Entering incoming enquiries, LPO, etc. in Excel Format
* Sending Daily Sales Performance Report to the Owner & Managers
* Entering LPO’s , JOB ORDERS in Omega System for process

**NATIONALITY:**

Filipino

* Preparing Compliance Statement as per request
* Preparing Reply to Comments of Consultant

**LANGUAGES:**

English

Tagalog

 **SYCWIN COATING & WIRES, INC.**

 #93 Joy St., Grace Village

 Balintawak, Quezon City

**IT SKILLS:**

MS Excel

MS Word

MS Powerpoint

MS Office

 January 16, 2009 – January 31, 2014

 *Sales Representative*

* Generate quotation / proposal and send to clients upon approval from the Sales

Manager

* Attend meetings, pre-bid, appointment to clients

**OTHER SKILLS:**

Making Slideshow

Presentation

* Entertain telephone calls for inquiries
* Make Itinerary Reports for a week and submit it to Sales Manager
* Make SalesMan Report everyday and submit it to Sales Manager
* Update and compile quotations, documents and contracts

**OTHER INTEREST:**

Playing Volleyball

Singing

Baking

* Send Letter of Intent (LOI) for propective clients
* Visit clients to their office
* Prepare counter invoices to purchasing and on project site
* Follow –up items due for payment. Submit report status of collectibles
* Follow up for the product delivery inspections (PDI) to customers before delivery
* Handle Customer Inspection for new clients wishing to avail credit terms
* Prepare Bid Documents for new projects every bidding
* Attend sales exhibit twice a year
* Set an appointment to customers as requested by Sales Manager
* Receive purchase order and check prices and relay information to Sales Manager

 **SUEZO ENGINEERING**

 Room 202C, 2nd floor

 Manufacturer’s Building

 Plaza Sta.Cruz, Manila

 February ‘2008 – August ‘2008

 *Executive Secretary*

* Update and compile document and contracts
* Update and compile Leads/Account
* Entertain telephone calls, fax from client, etc.
* Prepares billing for the client
* Prepares generate quotation/proposal and send such to client upon approval of the General Manager
* Prepare check, petty cash voucher for all expenses and replenish petty cash fund
* Prepare sales invoice and official receipt to customer/client
* Attend meetings, pre-bid, appointment to new client
* ****Generate job acceptance certificate and affidavit for the client
* Prepare and bind company profile data of Suezo Engineering
* Prepare monthly report of cash flow
* Maintain inventory of office supplies
* Check and update the website of BCI Asia to find new prospect
* Send Letter of Intent (LOI) to client for accreditation



 **ZURCALED ENTERPRISES**

 #4, 2nd Floor, BMP Commercial Complex

 Brgy. Tubigan, National Hi-way, Binan, Laguna, Philippines

 April 11, 2007 – January 11, 2008

 *Sales Assistant / Administrative Assistant*

* Generate quotation and send it to customer upon approval from Marketing Manager (MM)
* Receive purchase order from customers and inform Marketing Manager (MM)
* Submit summary of quotation and purchase orders received every Friday to Marketing Manager (MM) and Sales Executive (SE)
* **Set an appointment to customers as requested by MM, SE, GM and EM.
* Entertain telephone inquiries, customer queries, etc.
* Update and compile documents and contracts
* Transcribe minutes of departmental meetings
* Follow-up items due for payment and submit report status of collectibles
* Generates sales inventory of products

 **EDUCATION**

 2005 – 2007 **AMA COMPUTER LEARNING CENTER - College**

Mabini St. San Pedro, Laguna

 *Course: Computer System Design & Programming*

 2001 – 2005 **SAN PEDRO RELOCATION CENTER NATIONAL HIGH SCHOOL**

Brgy. Langgam, San Pedro, Laguna

 1999 – 2001 **BINAN SDA ELEMENTARY SCHOOL – Grade 5 & 6**

Brgy. San Vicente, Binan, Laguna

 1995 – 1999 **LAGUNA RESETTLEMENT COMMUNITY SCHOOL**

San Pedro, Laguna

 **SEMINARS**



 *Event :* Web Page Development (Using Active Server Page) ACLC

 *Venue :*  Bldg. San Pedro, Laguna

 *Date :* October 21, 2006

 *Event :* On The Job Training Seminar Workshop in Personality Development

 *Theme :* **“Success through Personality”**

 *Venue :* Café Ignacia San Pedro, Laguna

 *Date :*  February 18, 2007

 *Event :* Superior Customer Care Workshop

 *Theme :* **“Technical Innovations for a More Environmentally Sustainable Paint Industry”**

 *Venue* *:* Makati Sports Club, Valero St., Makati City

 *Date :* October 16, 2010



 **PERSONAL QUALITIES**

* Ability to fit in and work with people at all levels of management
* With mature disposition, independent, meticulous, goal-oriented, analytical, fast-learner and self-motivated.







 I hereby certify to the correctness of the foregoing.