

**REMUS**

**REMUS.338949@2freemail.com**

**Career: Sales and Marketing Consultant, Business Consultant with existing global network online marketing links. To seek a challenging and rewarding career in a reputed organization where I can exercise my knowledge and skills to be a member of a professional team in order to give best of my abilities to the organization in a befitting manner.**

**Contact Information**

Address: Governor’s Mansion Road, Roxas City, Capiz, Philippines

**Personal Particulars**

Date of Birth: March 26, 1961

Nationality: Filipino

Gender: Male

Marital Status: Widow

**Educational Background**

**Bachelor’s Degree**

Field of Study: Business Administration

Major: Marketing

Minor: Management

University: University of the East, Manila, Philippines

Graduation date: October 1981

**High School Diploma**

University: Filamer Christian University, Roxas City, Capiz, Philippines

Graduation date: March 1978

**Elementary Diploma**

University: Filamer Christian University, Roxas City, Capiz, Philippines

Graduation date: March 1974

**Awards / Citations**

1. Gerry Roxas Foundation Awardee

High School Class 1978

Filamer Christian University, Roxas City, Capiz, Philippines

1. 7th Honorable Mention

High School Class 1978

Filamer Christian University, Roxas City, Capiz, Philippines

1. Class President

High School Class 1978

Filamer Christian University, Roxas City, Capiz, Philippines

1. Lay-out Editor

Panorama – School Yearbook 1979 – 1981

University of the East, Manila, Philippines

**Employment History**

**BMS FACTORIES (Building Material Screening Factories)**

Address: Phase 3, Industrial Park Area, P.O. Box 30982 Jeddah 21487 Saudi Arabia

Position: Sales and Marketing Executive

Industry: Manufacturing of Filtration Media, Calcium Carbonate and other industrial materials

Duration: October 2009 to November 31, 2016

**Job Descriptions**

1. Sales monitoring of daily purchase orders and daily trip delivery schedules.
2. Preparing daily sales and marketing activity reports to be submitted to C.E.O. and Project Manager.
3. Preparing target market in related industry that requires the product lines.
4. Preparing customer’s appointment and follow-up presentation of their required materials.
5. Market research and development of existing materials particularly in water and waste water treatment, industrial, construction and construction chemicals field of industries.
6. Maintain “customer service” relation to customers by focusing their future plans and projects, concerns and other services that highly recommendable by our company.
7. Contact online global markets in the field that our product lines are application.
8. Focus on management plans and market trend development as informed by the top management.
9. Join marketing plans through events, conventions and seminars to promote company’s products and services.

**BENCHMARC, INC.**

Address: 4/F Rufino Building, Ayala Ave. corner Herrera St., Makati City, Metro manila, Philippines

Position: Business Development Consultant (Retainer)

Industry: Interior Design, Build and Executions

Duration: November 2008 to February 2009

**Job Descriptions**

1. Planning for Sales and Marketing of the company’s industry to target market either be corporate or individual clients.
2. Conduct trainings to new Designers and Marketing Consultants to be part of the company.
3. Promote image building of the company to target accounts.
4. Follow whatever plans the management would like to implement for exposure of company’s vision and mission.

**PRI-NESS CORPORATION**

Address: 226 Mangosteen Road, FTI Complex, Taguig City, Metro Manila, Philippines

Position: Head of Sales and Marketing (Re-call)

Industry: Trading Vending Machines to Entrepreneurs

Duration: January 2008 to October 2009

**Job Descriptions**

1. Head of Sales and Marketing of the company in coordination with the President and top management to offer business opportunity to entrepreneurs.
2. Handle the training procedures of the Marketing Consultants for new applicants and follow-up training and business coaching of regular Marketing Consultants.
3. Assist marketing plans of the company by proper promoting business concept to Entrepreneurs.
4. Update and continuously bring new business technology to the market by joining events and business seminars.
5. Finding new Entrepreneurs for certain interest in business.

**AL RAJA PRINTING PRESS**

Address: P.O. Box 3446, Al Khobar, Saudi Arabia 31952

Position: Sales Executive

Industry: Off-set printing press

Duration: July 2005 to August 2007

**Job Descriptions**

1. Promote and market to target clients either corporate or individual in terms of off-set printing press requirements.
2. Extend company’s expertise in graphic design to clients and off-set printing quality services.
3. Conduct follow-up through customer service with new and old clients after sales service.
4. Maintain sales target assigned and improve sales and marketing performance.
5. Focus on sales account collections as required by the company either with credit line or cash.
6. Develop and update customer service in new technology in off-set printing press until finish products.
7. Implement instructions given by the Sales Manager and top management.

**PRI-NESS CORPORATION**

Address: 226 Mangosteen Road, FTI Complex, Taguig City, Metro Manila, Philippines

Position: Sales and Marketing Manager

Industry: a Sole Distributorship of Carrier-LG Vending Machines, Other food and Beverage Machines, Trading and Business Entreprenuership

Duration: June 1998 to June 2005

**Job Descriptions**

1. Handle training programs and procedures to Sales and Marketing Consultants.
2. Monitoring sales team targets on daily, weekly and monthly basis.
3. Focus on sales and marketing projects and strategic plans given by the company.
4. Assist to promote business trend and opportunity through joining events and business seminars.
5. Continue the sales and marketing coordination, planning and preparation needed by the company in terms of sales reports, logging, tracking, follow-up interested clients and after sales service to Entrepreneurs.
6. Develop new entrepreneurs in business investment.
7. Update interested Entrepreneurs in new business technology ventures.

**ABDULRAHMAN A. TURKI CORPORATION**

Address: Sheikh Abdulrahman Al Turki Palace, P.O. Box 718, Dammam 31421, Saudi Arabia 31852

Position: Butler / Personal and Family Assistant

Trading: Trading, Contracting and Consulting

Duration: October 1995 to October 1997

**Job Descriptions**

1. Assign as Butler and Personal and Family Assistant.
2. Assist and monitor daily functions of Food, Beverage and Housekeeping Division of the Sheikh Palace.
3. Assist guest functions an meetings held in the Sheikh Palace.
4. Assist and join international trips and activity schedules with the family.
5. Assist and maintain daily operations of Sheikh properties abroad.
6. Follow instructions given by the Sheikh and family policies and procedures.

**SPINNEYS LIMITED, INC.**

Address: Jumeirah Branch, P.O. Box 677, Dubai, United Arab Emirates

Position: Sales Assistant, Counter Sales Staff and Cashier

Industry: Retail and Wholesale in Supermarket

Duration: January 1992 to May 1995

**Job Descriptions**

1. Assign as Sales Assistant in Non-food and Food Section of the supermarket.
2. Develop in the field of customer service and transfer to the Produce Section.
3. Training in the Delicatessen, Butchery Section until get into the field of Bakery Section.
4. Experience in the Cashiering and daily operations of the supermarket.
5. Assign and train in Warehousing.
6. Plan sales and marketing strategy for customer needs and awareness.
7. Assist plans, feasibility study and market research company.
8. Follow instructions given by the Branch Manager.

**WYETH** **PHILIPPINES**

Address: 2236 Chino Roces Ave., P.O. Box 1207, MCPO 1252, Makati City, Metro Manila, Philippines

Position: Medical Sales Representative

Industry: Pharmaceutical

Duration: February 1989 to August 1991

**Job Descriptions**

1. Training in the field of medical aspects and pharmaceutical industry.
2. Training in sales and marketing, policies and requirements of the company.
3. Promote ethical products of the company to Medical Practitioners, Pharmacies, Hospitals and Clinics, and Medical Foundations and Associations.
4. Maintain existing accounts of the areas assign and develop new accounts in line with company’s promotional programs.
5. Conduct monthly seminars and meetings with Medical Practitioners and other related industry.
6. Conduct free medical programs to indigents and patients who can’t afford to buy and maintain medicines prescribed by Medical Practitioners.
7. Focus on Sales target given to assign areas.
8. Present to management plan of action, marketing plans, programs and strategy to develop awareness to company products.
9. Attend quarterly and yearly conferences conducted by the company in certain venues.
10. Assist and follow instructions given by the Division Manager and the top management.

**ALGOSAIBI** **HOTEL**

Address: P.O. Box 3006 Al Khobar, Saudi Arabia 31952

Position: Bellman / Front Desk Assistant

Industry: Hotel and Restaurant

Duration: May 1985 to May 1988

**Job Descriptions**

1. Assist the Front Office Department duties and responsibilities.
2. Assist customer’s needs particularly on time of check-in and check-out.
3. Maintain computer operations and implement goodwill and customer service as instructed by the management.
4. Train in telephone, fax and computer operations, and to assist job independently in certain section whenever urgent requirement arises.
5. Execute duties and responsibilities instructed and given by the Front Office Manager and the top management.

**EQUITABLE PCIBANK**

Address: Makati Avenue, Makati City, Metro Manila, Philippines

Position: Settling Clerk / Records Clerk

Industry: Banking

Duration: June 1982 to May 1985

**Job Descriptions**

1. The first assignment was in the branch operation as a Settling Clerk. Directly assisting the operations from Counter Tellers, Bookkeeper, Accounts Assistants, Branch Cashiers and the Branch and Area Managers.
2. Deliver daily transactions to the based branch for final clearing that was submitted to the head office until to documents should be delivered to the Central Bank of the Philippines.
3. Given the chance to transferred to the Main Records Section under the Credit Processing Division as a Records Clerk. Assisting the main files, update and monitor bank accounts either old and new accounts.
4. Assist Account Executives, Credit Investigator, Appraisers and Department Head for a given tasks and instructed.
5. Assist and follow instructions given by the Department Head and top management.

**Languages**

Proficiency: 0=Poor – 10=Excellent

English – 10 Spoken and Written

Filipino – 10 Spoken and Written

Arabic – Slightly speak and understand

**Additional Information**

Objectives

* To achieve the new tend and strategy in this generation in the field of global online sales and marketing.
* To continue the talents and skills in strategy, planning and customer service for the benefits of the company thereof.
* To be in sales, marketing, business development and customer service towards better goal of the right and successful companies.

Summary of Qualifications

* A graduate of Business Administration in the field of Marketing and Management.
* An experienced person in prominent companies with better background in sales, marketing, market research, business development and online marketing.
* A well trained and experienced in sales and marketing with full pledge commitment and achievement.

**Interpersonal Traits and Attitudes**

* A leader in a group with right and strategic directions.
* An achiever to one’s customer needs.
* An ideal goal person to any challenging task to be assign.
* Self-confident person to attain one’s dream.
* Willingness to learn, venture and starts to be in the right track.
* An experienced person in life for past years with full dedication in work, company vision and mission and my family.

**Skills and Contributed Talents**

* Computer literacy (MS Word, MS Excel and Programming)
* Online Marketing
* Writing and Speech literacy
* Musical inclined
* Sports Enthusiast (Lawn and Table Tennis, Long Distance Running, Swimming and Basketball)

**Training and Seminars attended**

1. Universal Motors Corporation

Address: 2232-2234 Pasong Tamo Ave., Makati City, Metro Manila, Philippines

Industry: Car Distributor

Duration: September 1981 to October 1981

1. Universal Institute of Tourism and Hotel Administration

Address: Adriatico St., Manila, Philippines

Seminar: tourism and Hotel Management (Westin Philippine Plaza Hotel)

Duration: March 1979 to May 1979

1. Technology and Livelihood Resource Center

Address: Shaw Boulevard, Pasig City, Metro Manila, Philippines

Seminar: Commercial Bread Making and Bread Management

Duration: March 1994 to April 1994

**Associations Membership**

* Filamer Christian University Alumni Association

Manila Chapter, Philippines

Member

* University of the East alumni Association

Manila Chapter, Philippines

Member

* Rotary Club of Makati and International

Rockwell Group, Makati City, Metro Manila, Philippines

Member

I **REMUS** hereby submit my full knowledge of credentials and qualifications to your esteemed company to enable to share and contribute my abilities, skills and talents as mentioned.

**Remus**