

Contact HR Consultant for CV No: 339778

E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

**Skills/Expertise:**

* Well experience in the fields of sales, Inventory management, customer service, marketing, administrative, pricing and data entry.
* 2 years’ experience in retail for a sales and trading company in UAE
* Great Interpersonal Skills – very comfortable communicating to people of different nationality
* Effective negotiation skills and ability to communicate clearly to the most current channels
* Exceptional management skills and proficiency to prioritize time-sensitive work processes
* Has above average end-user proficiency in CANIAS ERP and ePromis system
* Proficient in MS Application such as Excel, Word, and PowerPoint.

**OBJECTIVE**

To employ my knowledge and experience with the intension of securing a professional career with opportunity for challenges and career advancement, while gaining knowledge of new skills and expertise.

**PROFFESIONAL EXPERIENCE**

***Inventory controller/Sales coordinator***

InterCity Perfumes L.L.C. (Jizan Perfumes L.L.C) December 2014 to December 2016

Baniyas Square, Deira Dubai, UAE.

Retail Operations

* Maintained detailed administrative and procedural processes to improve accuracy and efficiency.
* Directly supported the department head and the General Manager in managing operation work flow.
* Guaranteed positive customer experiences. Responsible for emailing customers in a timely manner and guaranteeing high level of customer service.
* Prepare and send out invoices to the customers, as per the purchase orders received.
* Making price list as well as special offers according to the updated database system to send to valuable customers
* Ensuring that all customers receive excellent service through direct salesmanship, and prompt and courteous service.
* Responsible for the major operation of sales, maintaining the accurate pricing of product based of the movement of items using analytical strategy.
* Accurate data entry of items in the system
* Help customer selection by building customer confidence; offering suggestions & opinions
* Build lasting relationships with customers by contacting them to follow up on purchases, suggest new products and invite them to upcoming events.

***Medical sales representative (outdoor sales)***

Jalmed Pharma Inc. July 2012 to October 2014

Lanang St. Davao city, Philippines.

* Promoted medicines/ devices features and qualities to physicians, professional staff, medical institutions and pharmacies.
* Planned strategic marketing and promotional activities.
* Researched market regularly in order to keep up with the competitors and their products.
* Worked in condition with departmental managers in preparing strategies to promote firms products on the market.
* Organized meetings and discussions to present features and acquaint medical institutions with new products.
* Organized presentations for top physicians in order to promote and introduce firm’s products.

***Admin Assistant***

*Dr. Besana Medical clinic* January 2011 to May 2012

* Response to client queries in person and on phone.
* Explain treatment plans to patients.
* Schedule follow up visit and first time appointments.
* Maintain patient database updated and take detailed history of new patients
* Checked and coordinated doctor availability.
* Guided the patients to the relevant departments.
* File medical claims to receive payment from the patient’s insurance company.
* Coordinating with the insurance company for the approval regarding patients treatment
* Ensuring the confidentiality about the patient’s condition.

**EDUCATION**

***Graduate of Bachelor of Science in Nursing***

North Valley College of Nursing –Lanao, kidapawan city. Philippines