# CURRICULUM VITAE

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| **Emmanuel** | Address :    Ajman, UAE     C/o-Mobile No.   :     +971501685421   Email : [Emmanuel.340275@2freemail.com](mailto:Emmanuel.340275@2freemail.com) |

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| **Medical sale executive with over 8 years of experience, both technically focused and customer orientated, I am looking for career that is both challenging and reward.** |

**SKILLS AND SPECIFICATION**

* Ability to manage complex work environment.
* Create maximum impact through “Word of Mouth”
* Excellent skill in customer services
* Adaptability, Easy to train and fast learner

**EMPLOYMENT DETAILS**

**Medical Sale Executive Feb. 18, 2016 up to present**

Global Medical Surgical Equipment And Pharma

Ajman , UAE

* arranging appointments with doctors, pharmacists and hospital medical teams, which may include pre-arranged appointments or regular 'cold' calling;
* making presentations to doctors, practice staff and nurses in GP surgeries, hospital doctors and pharmacists in the retail sector. Presentations may take place in medical settings during the day, or may be conducted in the evenings at a local hotel or conference venue;
* building and maintaining positive working relationships with medical staff and supporting administrative staff;

keeping detailed records of all contacts;

* reaching (and if possible exceeding) annual sales targets;
* planning work schedules and weekly and monthly timetables. This may involve working with the area sales team or discussing future targets with the area sales manager. Generally, medical sales executives have their own regional area of responsibility and plan how and when to target health professions;

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| **Purchasing and Admin. Affairs Assistant Manager**  Artel Equipment Trading  Baniyas Deira Dubai | **June 29,2013 up to June 30,2015** |

* Inquire and purchase orders from various Suppliers.
* Prepares and controls checks/Invoices for signature and allocates them for payables and banking purposes.
* Issues and arranges invoices, makes purchases, vouchers and keeps track of overdue accounts.
* In charged of computing and processing weekly and monthly payroll.
* Responsible for preparing and issuing memos, warning letter, HR related correspondence etc.

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| **Administration Staff**  Iloilo Doctors Hospital  **West Ave., Molo Iloilo City Philippines** | June 6, 2008 to April 30, 2013 |

* Communicate customer complaints to respective departments.
* Organize Management Review meetings.
* Followed up on customers to get a decision or explain the product further.
* Resolved issues or made the decision to forward to specific departments.
* Responsible in processing and recording all daily office transactions and making sure all are accurate so that no problem will arise when it comes to reporting.

**Part time Research Professor June 16, 2007– April 30,2013**

**College of Radiologic Technology**

**Iloilo Doctors’ College**

**West Ave., Molo Iloilo City, Philippines**

**Duty and Responsibility**

* The principal duty of a research faculty member is to conduct research related to the academic program of the department, center, institute, or laboratory in which the appointment is made.
* Supervision of Student Research. Research faculty may direct theses and/or chair committees, as appropriate, for undergraduate and graduate research projects subject to the usual department approval.
* Teaching. Although classroom teaching is not required of research faculty, from time to time a research faculty member may teach a course at the graduate or Undergraduate level learning.

**ACADEMIC BACKGROUND**

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| **Accounting and Personal Budgeting** | **Filipino association for Computer**  **Excellence**  **Dubai, UAE** | Year Completed: 2015 |
| **ECG and Pharmacology** | **International Healthcare and Safety Training Center**  **Dubai, UAE** | Year Completed: 2014 |
| **Master In Management** | **Philippine Christian University**  Taft Avenue, Manila, Philippines | Year Completed: 2007 |
| **Master of Educational Leadership in Education Major in Biology** | Philippine Central University  Jaro, Iloilo | (24Materal Units)  2005 |
| **Bachelor of Science in Radiologic Technologist** | **Iloilo Doctors’ College**  West Ave., Molo, Iloilo City, Iloilo, Philippines | Year Completed: 1997 |

**SEMINAR AND TRANING ATTENDED**

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| philippine Heart Association  In Affilitaion with the International Liaison committee On Resuscitation **(I.L.C.O.R)**  National Center for First Aid  Cardiopulmonary Resuscitation | Iloilo doctors hospital | 23rd Aug. 2011 to 22nd Aug. 2013 |
| Basic Life Support-Provider **(B.L.S)**  In Affiliation with the philippine Heart Association  National Center for First Aid  Cardiopulmonary Resuscitation | Philippine Red Cross | 28th May 2009 to 27th May,2011 |
| Lifeline International Caregivers Training Center  Caregiver NC II 860 Hours | Iloilo City, Philippines | 15th November 2010 |
| Philippines Association of Radiology Technologist Inc.  33rd Annual National Convention & 48th Foundation Anniversary | Teachers Camp, Baguio City, Philippines | 4th to 7th November 2002 |