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**Cherryl**

[**Cherryl.340632@2freemail.com**](mailto:Cherryl.340632@2freemail.com)

Organized and motivated Sales supervisor with almost 9 years combined experience in sales and management. Aims to obtain a position that will enable me to use my strong sales skills, marketing background, management skills and abilities to work well with people.

**KEY SKILLS AND COMPETENCIES:**

* High computer literacy.
* With excellent communication skills.
* Extensive sales and customer service supervisory experience.
* Patient and calm under pressure.
* Possessing a high level of drive and determination.
* Reliable, hardworking, fast-learner, trustworthy, flexible, and can work with a minimum supervision.

**WORK EXPERIENCE:**

**North Luzon Enterprises, Baguio City**

**Sales Supervisor (2006-2009)**

*Duties:*

* Achieving sales targets set each month by the Operations manager for the assigned area.
* Ensuring that products are strategically displayed in the groceries and supermarkets through area visit and evaluation.
* Ensuring the availability of the products in the trade market through area visit and evaluation.
* Ensuring that product deliveries and movements are processed according to company stock management guidelines.
* Setting the sales targets of the sales representatives with respect to their area of responsibility.
* Evaluating sales representative’s performance and productivity
* Strategizing for more effective ways of selling to achieve more sales.
* Ensuring that payments for the delivered products are collected and remitted by the sales representative.
* Auditing warehouse products, ex-truck on-hand stocks and sales representative’s collectibles.
* Payroll of all the employees in the area assigned.

**North Luzon Enterprises, Baguio City**

**Sales Representative (2004-2006)**

**SN Oriental Baguio Traders, Baguio City**

**Sales Representative (2001-2004)**

*Duties*:

* Ensuring distribution of the products to all the channels of the market.
* Inventorying in-store products, suggesting orders based from the inventories and off-take of the products, and getting the approval of the purchasing officer or store owners.
* Collecting payments of the products delivered.
* Ensuring that the products are properly displayed on the shelves in the stores.
* Monitoring delivery of the products as well as the product off take.

**AWARDS AND SEMINARS ATTENDED:**

* *Exemplary Performance Award*

North Luzon Enterprises, Baguio City, 2007

* *Employee of the Year*

North Luzon Enterprises, Baguio City, 2006

* *Certificate of Recognition*

(In recognition of outstanding and invaluable contribution in achieving the basic standard requirements for report submission-timeliness, cleanliness, and accuracy)

North Luzon Enterprises, Baguio City, 2006

* *Certificate of Attendance*

Sales and Merchandising Training Course

Williams & Humbert Philippines Incorporated, June, 2007

* *Sales Associate’s Training*

Home Credit Philippines, Januray 24-27, 2017

**EDUCATIONAL BACKGROUND:**

Saint Louis University, Baguio City

BS Information Technology 1997-2001

Narvacan Catholic School, Narvacan, Ilocos Sur

Secondary level 1993-1997

Narvacan South Central School, Narvacan, Ilocos Sur

Elementary level 1987-1993

**PERSONAL INFORMATION:**

Birth Date: 21 February 1981 Place of Birth: Lidlidda, Ilocos Sur

Age: 35 Height: 5’4” Weight: 54 kg

Citizenship: Filipino Civil Status: Married

Gender: Female Religion: Catholic