Alfreda

[Alfreda.349382@2freemail.com](mailto:Alfreda.349382@2freemail.com)

***Summary***

Aresilient SalesCoordinator whois highly competitive, reliable and productive and able to relay the true essence of workmanship and perseverance.Adedicatedteamplayerwhoisapproachableandhasatrackrecordofsupportingsalesandmarketingbyreportingsalesinformation.Has the passion tosuperviseteammembers,mold and guide newrecruits.Iamnowlookingforasuitablepositionwithacompanythathiresexceptionalpeopleandgivesthemopportunitiestobuildtheircareer and showcase their skills.

***Skills* Career**

StrongCommunicationQuotations&ProposalsPromotingnewproductsDealingwithinquiriesMarket

SalesTrainingAdministrativetasks

# Professional

MicrosoftOfficeSkillsReporting

TrainingnewteammemberCustomerservice

MeetingsalestargetsTeamplayer

# Personal

TimeManagementFlexible

CanhandlestressAlwayspro-activeIndependentResourcefulTeachable

***Career***

**SalesCoordinator–Toys**

SimbaToysMiddleEast January2016–Present

**Achievements:**

* Producedefficientreportsfor KeyAccountManager,i.e.Sales&BudgetReport,BrandSalesReport, Sell-In Reports &CustomerSell-OutReport.
* Contributedinsightsto marketingactivities&salesstrategies.
* TrainingSales Assistant/Representativethat newlyjoinedthedepartment.
* EffectivelytrainedSalesPromotersbyprovidingtrainingmodulesi.e.sellingskills&techniquesand storeguidelines/checklist.
* Recognized by otherdepartmentsasan efficient and flexible employee.
* Recognized as fast learner and embodied Initiative.
* Tasks done efficiently

**Responsibilities:**

* Responsibleforallsalescoordinationtasksinassignedkeycustomeraccounts.
* Preparessalesquotations,planograms,presentations&pro-formainvoices.
* Planningmonthly,quarterlyandyearlytargetstoeachaccount.
* Attendingmeetingwithsalesdiscussinginplanningnewsalesstrategiesfornewproductlaunches.
* Monitorsselloutreportfromkeycustomersandplanactionstobetakenforsalesimprovement.
* Monitorsstocksavailabilityin warehousestoensure100%deliveryofgoodstoallcustomers’stores.
* Assisting buyers/customers purchase orders, updating logistics deliveries and queries,
* Updating sales, deficit and budget.
* Monitorsselloutreportfromkeycustomersandplanactionstobetakenforsalesimprovement.
* Monitorsstocksavailabilityin warehousestoensure100%deliveryofgoodstoallcustomers’stores.
* Updating PO’s and Return Tracking Sheet.

**SalesPromoter/Merchandiser**

SimbaToysMiddleEast July 2013- January 2016

**Achievements:**

* + Awardedfor the Sales Excellent Award (2013)
  + Absorbed to higher position as Sales Assistant
  + Recognized as strong Sales Promoter and able to meet higher personnel from Key Customers
  + Recognized as goodand articulate in merchandisingskill.
  + Recognized by Store Manager by being pro-active and articulate in merchandising

**Responsibilities:**

* Plansweekly Sales report from respective assigned Stores.
* Demonstrate or Initiate Products to the Customers
* Following SOP from receiving Goods in Stores to Return Goods from Stores
* Responsible for Stock availability in every store assigned.
* Providehigheststandardsofcustomerservice,dealingwith complaintsandgaincustomerloyalty.

# Desk Clerk, Customer services and Administrator

Carrefour Mirdiff (MAF)- Dubai May 2010 - June 2013

**Achievements:**

* Cashier for a year and absorbed to Customer Service Staff.
* Recognized Best Cashier of the Month. (3x)
* Absorbed to Stock & PO Controller
* Recognized by Store Manager by being pro-active and articulate in merchandising

**Responsibilities:**

* Assisting customer’s complaints and giving a maximum satisfaction towards the consumers.
* Maintaining the in and out of refunded goods in the store.
* Assisting Customer at the Cash Counter and applying the 5SOP.
* Responsible for the Cash flow throughout the day.
* Resolving Customers complaint.

***Academic*** 2000-2005 Eastern Visayas State University (EVSU)

BachelorofScienceinChemical Engineering (BSChE)

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| --- | --- | --- |
| ***PersonalInfo*** | Nationality: | Filipino |
|  | MaritalStatus:Birthdate:Visastatus:Passpor | Married  January 10, 1984 |

***References*** Availableonrequest