**KEVIM**

Address: Sharjah, UAE

Email: [kevim.351003@2freemail.com](mailto:kevim.351003@2freemail.com)

**JOB OBJECTIVE**

Obtain a position that will enable me to use my strong set of skills, salesexperience, and abilities to work well with people.

**PROFILE SUMMARY**

* Highly competitive, self-starter and goal oriented professional with experience in Sales Operations
* Adept in Handling sales and marketing operations to stimulate sales growth and realize organizational objectives.
* Competent in implementing effective solutions to customer needs, with an aim to improve customer contentment and consequently customer loyalty, repeat and referral business.
* Capabilities in coordinating with internal/external customers for running successful business operations and experience of implementing procedures and service standards for business excellence.
* Solution-driven, customer centric professional with significant experience in handling aspects for service functions.
* An effective communicator with good relationship in building & interpersonal skills. Strong analytical, problem solving and organizational abilities.

**AREAS OF EXPOSURE**

**SALES & MARKETING :**

* Taking care of the sales with the focus on achieving predefined sales target and growth. Forecasting and planning monthly & quarterly sales target and executing them in a given time frame.

**BUSINESS DEVELOPMENT :**

* Developing new clients and negotiating with them for securing profitable business.
* Maintaining and managing existing accounts to ensure business sustainability.

**KEY ACCOUNT MANAGEMENT :**

* Interfacing with the key influencers for ascertaining requirements, managing customer centric operations and ensuring customer satisfaction by achieving delivery timelines and service quality.

**CUSTOMER RELATIONSHIP**

* Maintaining cordial relations with the customer to sustain the profitability of the business
* Maximizing customer satisfaction level by monitoring customer complaints and handling customer grievances and resolving their issues for customer retention.

**AL MARAI EMIRATESCOMPANY ( Dubai, UAE)**

**ORGANIZATIONAL EXPERIENCE**

***SALES ASSISTANT/SALESMAN***

**January 29, 2007 to May 31, 2015**

* Deliver the products in the assigned territory outlets and achieve monthly set targets.
* Maintains sufficient stock in the van in order to fill requirements of customers.
* Promote sales through regular visit to customer and retail merchandising.
* Ensuring the availability of the product at all retail point.
* Ensure stocks are properly merchandised.
* Monitors stock loss and damages.
* Ensure planned visits to customers.
* Tracking and monitoring competitors products and activity .
* Maintaining good relations with the customers.
* Increasing and maintaining the existing customer base in the market.
* Prepare daily sales and activity report.\
* Received payments from customers and issue sales invoice.
* Merchandize products following company planogram

***SALES SUPERVISOR- Trainee (Dubai, UAE)***

***June 01, 2015 to April 01, 2016***

* Handle customer complaints, questions and issues.
* Ensure merchandise ready to be displayed clean.
* Ensure pricing is correct.
* Supervise sales operation of sales team.
* Build new customer base to maximize sales.
* Retain existing customers by providing prompt customer services.
* Analyze field reports and prepare sales documents.
* Assist the Sales Manager in leading, directing and motivating the sales team in order to achieve the overall corporate sales objectives.
* Maintain customers, follow up receivables and collect payments from customers ( cash or cheques)
* Endorse petty cash ( cash advances, cash allowance for emergency leave of employees)
* Reconcile daily sales and endorsement of salesman to the account department for receiving.
* Trains staff for areas of improvement
* Ensure that LTA and other supplemental agreements are properly managed and timely renewed

**SKIN SCIENCES LABORATORY INC. (Manila,Philippines)**

**(March-May 2006)**

* Render training in quality Assurance, Research and Development, Warehousing and distribution and Production section.

**Certification/Trainings/ Seminar attended**

* Almarai Staff Development Programme
* Staff motivation
* 2005 Science and Technology Research Symposium
* Kpi management
* Basic Leadership Skill
* MS Excel2007/MS Power Point 2007

**EDUCATION**

2005 **BS Chemistry**from University of SantoTomas, Manila Philippines

**EXTRA CURRICULAR ACTIVITIES**

* Presenter 2005 Thesis undergraduate symposium (co-author)
* Leadership Awardee for National Discipline.
* Mother Marie Eugene Awardee

**PERSONAL DETAILS**

Date of Birth : December 01, 1983

Nationality : Filipino

Linguistic Abilities : English & Filipino

Marital Status : Married

License: UAE driving license (Valid till 2021)