***PROFESSIONAL SUMMARY***

A highly motivated professional seeking a position in a challenging environment, a proven track record experienced in Metal trading business, export, logistics and automotive materials with over 9 years of experience in providing first class administrative and secretarial support to the sales and operations department. Proficient in a range of computer applications, well-developed communication and customer service skills. Proven ability to efficiently plan and manage multiple assignments in meeting tight deadlines.

***WORK EXPERIENCES***

**SENIOR SALES COORDINATOR -** November 2009 – January 2017

**SAYED METAL -** DUBAI, UNITED ARAB EMIRATES

Responsible for providing administrative support to sales and operations department and ensuring proper handling of related sales documents for clients.

 *Main Duties and Responsibilities:*

* Primarily handling the sales team, focusing mostly on managing schedules and the distribution of sales documentation, like sales contracts, Commercial Invoice, Packing List, Bill of Lading, Letter of Credits, Insurance Certificates, etc.
* Liaising with clients for contract pricing, inventory releases, Bills of Lading, Letters of Credit and invoicing. Make sales offer to clients/customers based on specific requirement through emails/telephone calls, follow up and negotiate rates when needed. Prices are based on LME and spot deals.
* Prepare and process environmental permit (EPA) and any other related documents to acquire a permit to export hazardous commodities.
* Preparing and coordinating with Treasury for arrangement of Letters of Credit, Documentary Presentations and other settlement arrangements.
* Ensure operations department to execute the scheduled shipment to meet the monthly quota to avoid delays in contract.
* Expedites and monitors the movement of cross trade shipments.
* Produce sales reports on progress within the department and outline any developed strategies to improve.
* Prepares and follows up on sales quotations made for clients, negotiating terms with the client at a cost best suited for both companies,
* Coordinate with shipping lines for vessel schedules, negotiate rates and facilitates shipments.
* Preparing month-end sales reports and keeping the sales departments filing system up to date and in good order.
* Efficiently respond to any online (Emails) or telephone queries in a calm and friendly manner and writing up accurate and grammatically correct sales correspondence.
* Contacting potential buyers through business to business portals.
* Managing multiple sales related tasks simultaneously and determining sales work in order of priority and importance.
* Managing existing client relationships by visiting smelting warehouses, yards and offices primarily in overseas customers.
* Attending trade exhibitions, conferences and meetings to create connections, building rapport, gain customer satisfaction and discover more business opportunities.

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| **CONVENTIONS / CONFERENCE / EVENTS ATTENDED** | **LOCATION** | **DATE** |
| Recycling Confex Middle East | Dubai, UAE | December 2016 |
| World Recycling Convention & Exhibition (BIR) | Dubai, UAE | May 2015 |
| Bureau Of Middle East Recycling (BMR) International Conference | Dubai, UAE | February 2015 |
| China Metals Recycling Association (CMRA) Annual Convention | Guangzhou, China | November 2014 |
| World Recycling Convention & Exhibition (BIR) | Shanghai, China | May 2013 |

**Bussiness Center EXECUTIVE CUM PROCUREMENT STAFF -** November 2007 - October 2009

**Millenium Cars MIndanao Inc. -** DAVAO CITY, PHILIPPINES

Responsible for working closely with the selected suppliers and looking into the company’s procurement activities.

*Main Duties and Responsibilities – Procurement Staff:*

* Responsible for the ordering of materials, supplies, and/or equipment, and the follow through with vendors on shipment and delivery.
* Maintains records and follow up files of purchases, shipments, and related matters and maintains files of descriptions of available supplies.
* May inspect products received for quality and quantity to ensure adherence to specifications.
* Selects vendors, places orders, and arrange for service contract.
* Regularly contacting suppliers to renegotiate prices and keeping all supplier programs current and accurate.
* Follows up on orders to ensure that materials are shipped and delivered on promised dates.
* Involved in selling off excess, damaged and inventory and stock.

*Main Duties and Responsibilities – Business Center Executive:*

* Answers, record, log, and process all calls, requests, questions, or concerns and providing necessary information.
* Maintain daily intake of sales marketing information into database and provide reports to management to assist with day-to-day operations.
* Schedule and coordinate activities, parties, and other functions for customers and management.
* Deals with incoming/outgoing mail, faxes, and emails.

***KEY SKILLS AND COMPETENCIES***

* Competent leadership. Good organizer/time management skills
* Produces a significant volume of work efficiently in a specified period of time and ability to work independently with little or no direction/follow-up.
* Strong ability to multi-task, prioritize and execute. Ability to perform under pressure and stressful conditions.
* Customer service experience in an office setting. Excellent telephone etiquette and manners

***ACADEMIC QUALIFICATIONS***

**SAN PEDRO COLLEGE** – Bachelor of Secondary Education (Major in Biology/Chemistry)

Guzman St, Obrero, Davao City, Philippines

2003 – 2007

***PERSONAL DATA***

Nationality : Filipino

Civil Status : Single

Height : 5’2

Date of Birth : December 11, 1986

Languages Spoken : Filipino / English