**Jornette**

**Jornette.361437@2freemail.com**

UAE Driving License

***Medical Sales Representative / Sales Specialist***

**Profile**

*In any setting, the process of selling involves contacting potential customers, identifying their needs, persuading them that your products or services can best satisfy those needs; closing the sale by agreeing the terms and conditions; and providing an after‐sales service.*

**Experience** ***Sales Coordinator/Administrator – Dialysis, Laboratory***

***May 2015‐Present***

***Al Mazroui Medical and Chemical Supplies***

*Dubai, UAE*

*Support for Nikkiso and Siemens products*

*Responsible for the sales order process*

*Responsible for purchase order process*

*Coordination with other departments for sales processes*

*Support the Sales team’s needs*

*Contact possible/prospect customers*

*Answer urgent calls and emails when agent/manager is unavailable*

*Preparation of offers for customer’s enquiry*

*Preparation of sales reports*

*Maintain sales records*

*Data entry*

***Medical Sales Representative / Territory Manager***

***January 2012‐November 2014***

***Cathay Drug Co., Incorporated***

*Makati City, Philippines*

*Anti‐Infective and Respiratory line promotions Promote the products to the correct clients.*

*Ensure Sales generation.*

*Probe to find new clients and further know their specific needs.*

*Assist Product Manager in tracking and advertising through point of sales. Secure and hit the Sales Target monthly, quarterly, and annually.*

*Ensure marketing materials reach the correct clients.*

*Organize marketing activities and attend conventions, events, conferences, seminars*

*Investigate and monitor competition by gathering information on pricing,*

*new products, merchandising techniques, and activities.*

*Communicate and build rapport with clients to ensure client’s support Keeps management informed by submitting activity and results reports,*

*such as daily calls, monthly work plans and itinerary, and annual territory analyses.*

*Resolve customer complaints by investigating problems, developing solutions, and making recommendations to management.*

*Contributes to team efforts.*

***Sales Promotions Associate***

***January 2011‐January 2012***

***Cathay Drug Co., Incorporated***

*Makati City, Philippines*

*Promotion of products*

*Ensure that Sales is generated Persuade clients to use products*

*Ensure availability of products in the given area*

*Arrange and effectively distribute the marketing materials. Provide quality customer service.*

***Community Health Nurse***

***January 2010‐December 2010***

***Health Services Office***

1. *Alonzo St. Baguio City, Philippines*

*Coordinate with different health workers*

*Suppervision of the health of the community Proper performance of Immunizations*

*Conduct Family Planning Counseling and Procedures Conduct Prenatal and Postnatal Assessment*

*Educate the community about health*

*Conduct home visits to ensure wellness of community Assist in minor surgical procedures*

***Trainings***

*Product Sales Training: Effective Selling*

*February 2014*

*This sales training guide attempts to summarize the main ideas of the professional selling field.*

*Use this information as a self‐teaching aid to develop your own sales skills or to teach others.*

*Basic Intravenous Therapy*

*January 2008*

*Intravenous Therapy (IVT) training is primarily designed to ensure safe practice in intravenous therapy to uphold the quality of nursing practice.*

**Key Skills** *Computer Skills:*

*MS Office*

*SAP ECC, CRM Oracle*

*Windows Social Skills Coordination Service Orientation Active Learning*

*Speaking and Writing English Ability to work under pressure Flexibility/Adaptability Persistence*

*Persuasive Results/goal oriented*

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| **Personal Data** | ***Educational Background*** | *Bachelor of Science in Nursing* |  |
|  | *June 2003 ‐ March 2007* |  |
|  |  | *Far Eastern University* |  |
|  |  | *Manila* |  |

*June 1999 ‐ March 2003* *Secondary Education*

*Tarlac Montessori School*

*Tarlac City*

***Personal Data***

*Date of Birth: March 23, 1986*

*Place of Birth: Tarlac City, Philippines*

*Civil Status: Single*

*Religion: Catholic*

*Languages: Filipino and English*