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| **ETHEL****ETHEL.366864@2freemail.com** | **18190927_830263323797797_1191731659_n.jpg** |
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| **CAREER SUMMARY** | Dedicated and result oriented professional with more than a year of experience as sales executive. Expertise in monitoring sales and managing customer relationship. Recognized for professionalism, positive mental attitude, commitment to excellence and demonstrated ability to communicate and work with senior management, associates and customers. |
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| **PROFESSIONAL EXPERTISE** |
| **ABUDHABI COOPERATIVE SOCIETY**BATEEN-UAE**SALES EXECUTIVE**(JANUARY 2014 – Till Date) | * Liaises with clients in all areas of sales.
* Maintained high professional standards and ensured quality services to clients.
* Oversee development and implementation of support materials and services for chapters in the area of marketing, communications and public relations.
* Checks stocking, replenishing and cleaning sales area.
* Monitoring and update sales display area and check the shelves are filled and displayed properly with correct price tag.
* Facilitate internal & external communications and Organization marketing.
* Offers advice to customers and attend all customer requirements and issues.
* Utilizes specialist product knowledge.
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| **BILLIE’S MARKETING**MANILA PHILIPPINES**SALES COORDINATOR**(AUGUST 2009-DEC.2013) | * Conduct visits for allocated outlets, and arrange displayed
* products to be well-presented and easily seen by customers,
* ensuring that FIFO and Food Safety procedures are properly followed.
* Check for any damage, near expiry and lose shrink-wrapped items and arrange for return of the goods to warehouse.
* Notify the store representatives for any new promotions and pricing of the products, and keep the customer updated by providing support, information, and guidance.
* Assist Salesman in collecting and ensuring that Credit
* Facility forms of the customers are updated and documents such as trade license, passport and visa are valid.
* Obtain sales order of goods from customers and make the necessary follow-ups to ensure that the deliveries are offloaded on time.
* Obtain and communicate with Area Sales Manager any existing concerns raised by store representatives such as conflict in barcode assignment, complaints, etc.
* Assist in delivering urgent or small quantity orders upon request of the Area Sales Manager.
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| **EDUCATIONAL QUALIFICATION** |
| Tertiary : Samar College Catbalogan Samar School Year: 2005-2006Secondary : Villareal National High School Villareal Samar School Year: 2000 – 2004Elementary : Pacao Elementary School Pacao Villareal Samar School Year: 1994 – 2000 |
| **PERSONAL PROFILE** |
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|  | Date of Birth | Feb. 2, 1988 |  |
| Nationality | Filipino |
| Religion | Roman Catholic |
| Height | 5’3” |
| Marital Status | Married |
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| Languages Known | English and Tagalog |  |
|  |  | English and Tagalog |
| **DECLARATION** |
|  I hereby declare that all the information furnished in this document is true to my knowledge and belief.   |