**MARK**

**Email add:** **mark.368624@2freemail.com**

**Position Applied for: 1) Sales Marketing Officer**

 **2) Sales Coordinator**

 **3) Sales Man**

**I. CAREER OBJECTIVE**

To widen my skill and be more efficient and effective employee of the company. To be part of the success of the organization by contributing the knowledge and expertise in my field of work gained through my experiences, thereby achieving a mutually beneficial and harmonious working relationship among co-workers and the management.

**II. EMPLOYMENT HISTORY**

**3GX SOLUTION**

***Sales Marketing Officer (June 2014 to July 2016 )***

* Preparing, Planning and project managing the publication of all publicity material to maximize brand promotion.
* Creating marketing campaigns and working with the company external PR agency to see them executed.
* Creating and developing new innovative ways to communicate the company message to their existing customers.
* Contributing to the annual sales and marketing plans.
* Planning and project managing marketing events and evaluating their success.
* Evaluating the effectiveness of all marketing activity.
* Developing and implementing an internal marketing programme.

**D.L MACARAIG ENTERPRISE**

***Sales Coordinator ( May 2012 to May 2014 )***

* Assists the sales team, focusing mostly on managing schedules and the distributions of any sales documentations.
* Prepares and then follows up on any sales quotations made for clients, negotiating terms with client at a cost best suited for them.
* Respond to any online or telephone queries in a calm and friendly manner.
* Work closely with the sales team to assess the progress of the department and develop sales strategy accordingly.
* Produce reports on progress within the department and outline developed strategies to improve.

**BYTE FORCE TECHNOLOGY**

***CCTV Sales Coordinator ( April 2009 to April 2012 )***

* Assists the sales team, focusing mostly on managing schedules and the distributions of any sales documentations.
* Prepares and then follows up on any sales quotations made for clients, negotiating terms with client at a cost best suited for them.
* Respond to any online or telephone queries in a calm and friendly manner.
* Work closely with the sales team to assess the progress of the department and develop sales strategy accordingly.
* Produce reports on progress within the department and outline developed strategies to improve.

**BAYAN TELECOMMUNICATION**

***Senior Telecommunication Sales Agent ( March 2007 to March 2009 )***

* Sell Telecommunications products and services to both individuals and companies.
* Build market position by locating, developing, defining, negotiating and closing business relationship.
* Keep abreast of current technology trends.
* Identify, contact and build relationship with prospective customers through a combination of telephone and in-person cold calls, networking and referrals to obtain appointments.
* Write and submit accurate orders.
* Design customized, cost-effective solutions for the client.

**OYSTER VILLA RESTAURANT**

***Waiter ( January 2006 to February 2007 )***

* Greet guests and presents them with the menu.
* Informs guests about the special items for the day and menu changes if any.
* Suggest food and beverages to the guest and also try to upsell.
* Take food and beverages orders from the guest on the order taking pads or on the handheld Point of sale in timely and efficient manner.

**STARBIKE CORPORATION**

***Field Credit Investigator ( October 2003 to November 2005 )***

* Perform surveillance and research for the customers capability.
* Performs interviews and observation on clients location.
* Approves customers credit application.

**REGINE JASPER TRADING CORPORATION**

***Account Executive ( August 2002 to August 2003 )***

* Responsible for building, maintaining, and retaining corporate relationships with business entities.
* Build good relationship to potential clients.
* Take the necessary steps that would induce businesses to get into contract with the company which in turn boost sales revenues.
* Play a very crucial role in the development of products and services which can be competitive in the market.
* Helps to manage to conduct marketing strategies and campaigns.

**III. EDUCATIONAL BACKGROUND**

 ***Associate in Computer Science***

 **University of Nueva Caceres March 2001**

 ***Secondary Education***

 **University of Nueva Caceres March 1998**

 Naga City

 **- ACCELERATED-**

 ***Primary Education***

 **Pili Central School March 1993**

 Pili, Camarines Sur

**IV. PERSONAL INFORMATION**

 **Age : 35 yrs. Old**

 **Sex : Male**

 **Date of birth : August 07, 1981**

 **Place of birth : Pili, Camarines Sur**

 **Civil Status : Married**

 **Nationality : Filipino**

 **Height : 5’4”**

 **Weight : 46 kg.**

 **Language/Dialects : English, Tagalog, Bicol**

 *I certify that the above information are true and correct to the best of my knowledge.*