|  |
| --- |
| **­** **CURRICULUM VITAE** |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|   **Roderick** **Mobile:** C/o 0501685421**Email address:**Roderick.377762@2freemail.com **Visa Status:** Employment Visa **Valid UAE Automatic Driving license** since 2013 and with own Car**Desired Position:**Sales ManagerSales Account ManagerKey Account ManagerArea Manager**Birth Place**: Philippines**Languages:**EnglishTagalogCebuano**Academic Background:****Bachelor of Science in Accountancy**Saint Theresa CollegeTandag City, Surigao del Sur, Philippines(Undergraduate 1994)**Associate in Marine Transportation**University of CebuUC - MECCebu City, Philippines(Graduated 1997)**Personal Attributes:**DedicatedTime consciousTeam workerAdaptableResponsibleAbility to work multi-taskTeam works gets the best from the sales staff for business.**Personal Information:**Birth Date: December 1,1975Civil Status: MarriedHeight : 5’5Religion : Roman CatholicPassport : P2213974A**Events Participated:**Always participating GITEX Shoppers every year since 2008 until 2016 @ World Trade Centre Dubai, UAEReferences available upon request. | Career Highlights / Objective: To contribute towards the growth and development of a dynamic organization where opportunities to grow both personally and professionally are ample and where I can utilize my skills effectively & efficiently.**Summary of qualification:*** With more than (10) Years of extensive UAE experience in the field of Sales and retail industry.
* Strong analytical and organization skills
* Can easily adjust to work environment and can work with minimum supervision.
* Knowledgeable in Microsoft Office Excel, Word, Power Point.
* Computer literate and above average communication skills.
* Dependable team worker, Hardworking, Responsible.

|  |
| --- |
| **Areas of Expertise:** |
| Sales and Marketing | Forecasting | Key Account Relationship Building |
| Strategic Planning | B2B Marketing | E-Commerce / Online store |
| Sales Goals Attainment | Business to Client | Product Knowledge Development |

|  |
| --- |
| **Career Snapshot / Dubai, UAE Company** |
| **Designation** | **Company** | **Period** |
| Sales Account Manager | Al Otaiba Communication | August 2017 - Present |
| Sales Manager | ITBU General Trading LLC | June 2016 – May 2017 |
| Sales Supervisor | ITBU General Trading LLC | May 2013 - May 2016 |
| Sales Executive | Int’I Marketing Service (IMS)  | Dec. 2007 – April 2013 |

AOC.pngCareer History**Al Otaiba Communication**Al Zomorrodah Complex, Karama, Dubai UAE August 2017 up to present: **Brands:** Go and Sigma Mobile AccessoriesDesignation: Sales Account Manager**Duties and Responsibilities:*** Responsible for key Sales function, (Key Accounts)
* Follow up for the LPO, Invoice, Delivery and follow up for the payment procedure approved by higher management.
* Reminder for overdue payment collections.
* Coordinating with service department for timely service maintain.
* Develop individual sales plan with Business Development Manager to ensure the achievement of targets.
* Sales and Merchandising
* Timely conduct market visits on each retailer’s outlet to ensure the display in good shelves and ensuring stock replenishment at all times.
* Managing good relationships between Head Buyers & store Manager in charge.
* Meeting retailers on regular basis and discussing business and upcoming promotion for the month.
* Listing new potential customers and creating PR.
* Accounts Handled: **Lulu Hypermarkets, Abu Dhabi Co-operative Society and Circle K Convenience store at** Abu Dhabi and Al Ain areas.

**image001.pngITBU General Trading LLC** ACICO Business Park, DubaiUAEMay 2013 – May 2017**Brands:** Mio GPS Navigator (Car Navigation System), Mio DVR (Dash board Camera), Genius DVR, Samsuz brand products such as iLight Smart Bulb, VR all in one, Laser Keyboard, Earphone BluetoothDesignation: Sales Supervisor / Promoted as a Sales Manager**Duties and Responsibilities:*** Managing 18 staff promoters designated assign in the different areas across UAE.
* Managing sales and stocks at retail stores across UAE.
* Accounts Handled:

Power Retailers: **Sharaf DG, Emax, Jacky’s Electronic**Hyper Markets Retailers: **Carrefour, Geant, Hyper panda,**Online E-Store: **Souq.com, Carrefour Web Store** and **Letstango**.* Managing and always participating GITEX Sales promotion events at Dubai World Trade Center.
* Coordinate with retailers& placing maintaining relationship with existing retailers while seeking new.
* Managing good relationships between Head buyers and retailers.
* Conducting business meeting with the team internally and the Retailers.
* Preparation of quotations in accordance with customer’s requirements and presenting appropriately to make a sale.
* Ensures that sufficient stocks are available to supply to customers.
* Co-ordinates with logistics staff to ensure on-time deliveries of orders.
* Maintaining &developing good relationships with existing customers via phone call or email.
* Gather relevant information from competitors such as pricing and promotions.
* Introduce new product to retailers and take feedback about products.
* Monitor product display in stores and take feedback from merchandiser about fast moving products requirements according to customer.
* Making new offers and promotion on weekly and monthly basis.
* Follow up Managers/Supervisor daily or weekly LPO’s from their designated Stores.
* Setting monthly sales targets for promoters and merchandisers.
* Meeting retailers on regular basis and discussing business for the month.
* Making plans to clear ageing and sleeping stocks from the retail stores.
* Meeting promoters and sorting out their issues regarding business.
* Daily monitoring sales / weekly report from the promoters.

**IMS.jpgInternational Marketing Service** (IMS)Al Rais Shopping Center Mezzanine flr, DubaiUAEDec. 2007 – April 2013 **Brands:** Mio GPS Car Navigator System and Mio DVR (Dash board Camera) Windows iDO brand PDA MobileDesignation: Sales Executive / Promoter**DESIGNATED AREAS ASSIGNED:**Carrefour Mall of Emirates : Dubai, UAECarrefour Mirdiff City Center : Dubai, UAECarrefour Marina Mall : Abu Dhabi, UAEJacky's Electronics Dubai Mall : Dubai, UAE Carrefour Deira City Center : Dubai, UAEPlug-ins Electronics DFC : Dubai, UAEPlug-ins Al Ghurair Mall : Dubai, UAE**Duties and Responsibilities:*** Greeting the walk­­-in customers with a pleasant approach.
* Inquire customer needs and providing them quick services, assisting them on what they are looking for.
* Demonstrate and explain to the customers the different highlight Specifications / features and advantages of the products.
* Assist customers from the demonstration period until purchase of product.
* Assist not only customers who intend to purchase Mio products, but also other customers of the Showroom that I am assigned to.
* Handling customers’ queries, request, suggestion and complain, (if any) or guide them to the concerned manager if necessary.
* Check stocks and maintain records of quantity value of merchandise and supplies.
* Ensure all display items are clean and in good condition.
* Prepare daily and monthly sales report.

**Applicant:**Roderick |
|  |  |