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| **­**  **CURRICULUM VITAE** |

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| **Roderick**  **Mobile:** C/o 0501685421  **Email address:**  [Roderick.377762@2freemail.com](mailto:Roderick.377762@2freemail.com)  **Visa Status:** Employment Visa  **Valid UAE Automatic Driving license** since 2013 and with own Car  **Desired Position:**  Sales Manager  Sales Account Manager  Key Account Manager  Area Manager  **Birth Place**:  Philippines  **Languages:**  English  Tagalog  Cebuano  **Academic Background:**  **Bachelor of Science in Accountancy**  Saint Theresa College  Tandag City, Surigao del Sur, Philippines  (Undergraduate 1994)  **Associate in Marine Transportation**  University of Cebu  UC - MEC  Cebu City, Philippines  (Graduated 1997)  **Personal Attributes:**  Dedicated  Time conscious  Team worker  Adaptable  Responsible  Ability to work multi-task  Team works gets the best from the sales staff for business.  **Personal Information:**  Birth Date: December 1,1975  Civil Status: Married  Height : 5’5  Religion : Roman Catholic  Passport : P2213974A  **Events Participated:**  Always participating GITEX Shoppers every year since 2008 until 2016 @ World Trade Centre Dubai, UAE References 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 Accessories    Designation: 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, DubaiUAE  May 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 Bluetooth  Designation: 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, DubaiUAE  Dec. 2007 – April 2013  **Brands:**  Mio GPS Car Navigator System and Mio DVR (Dash board Camera)  Windows iDO brand PDA Mobile  Designation: Sales Executive / Promoter  **DESIGNATED AREAS ASSIGNED:**  Carrefour Mall of Emirates : Dubai, UAE  Carrefour Mirdiff City Center : Dubai, UAE  Carrefour Marina Mall : Abu Dhabi, UAE  Jacky's Electronics Dubai Mall : Dubai, UAE  Carrefour Deira City Center : Dubai, UAE  Plug-ins Electronics DFC : Dubai, UAE  Plug-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 |
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