**Annaliza**

[**Annaliza.242150@2freemail.com**](mailto:Annaliza.242150@2freemail.com)

**PERSONAL SUMMARY**

* Highly motivated and energetic person with excellent marketing and business development skills.
* A result orientated professional with a proven ability to get results, generate revenue and improve service.
* Over 5 years sales and promotion experience of working in competitive industries.
* Has experience in administrative/secretarial job.
* Highly organized, hardworking and has the ability to work under minimal supervision.
* Fast learner, disciplined and has a positive outlook towards work.
* Possesses good communication skills, computer literate and with good scholastic records.

**CAREER HISTORY**

**Business Consultant**

**Enjazat Services**

**Abu Dhabi United Arab Emirates**

**July 2013 – Present**

**Duties and Responsibilities:**

* Responsible in generating new business leads by telephone marketing, bulk emailing, customer referrals and other marketing tools to promote the company services.
* Conducts and participate in business center events, embassy meetings, business group meetings.
* Market and provide new corporate clients according to the monthly target.
* Ensure to meet all the activity standards for prospecting calls, appointments, presentations, proposals and close deals.
* Prepares and finalize contract details with the clients:
* Maintains contact with all clients to ensure high level of customer satisfaction.
* Responsible with accountability and follow-up the transaction details with the Accounts Officer.
* Adheres to all company policies, procedures and business ethics codes and ensures that they are communicated and implemented within the team.

* Facilitating/participating in meetings with investors in UAE to develop an understanding regarding the economy of Abu Dhabi and assisting them in establishing/setting up a business.
* Evaluating websites of competitors in the marketplace to understand the business environment and competitive landscape.
* Represented the company at trade fairs and exhibitions within UAE.
* Creating a research to make sure that necessary steps and procedures needed for government transaction are accurate and updated on a Monthly basis.
* Identifying and then researching potential leads and opportunities.
* Writing accurate & informative sales reports and documentation and reporting it directly to the Head of Business Consultants.
* Collecting all the information required to create a request for an estimate.
* Attending sales appointments at client’s premises.
* Dealing with a diverse range of clients in the private and the public sector.
* Prepare presentations, proposals and sales contracts.
* Processing forms, orders, and applications requested by the customers.
* Completing call logs and call reports as necessary and updating them in the database.

**Sales Representative**

**Patrimonia Trading LLC Abu Dhabi Branch**

**Abu Dhabi United Arab Emirates**

**November 2012 – May 2013**

**Duties and Responsibilities:**

* Service existing accounts, obtains orders, and establishes new accounts by planning and organizing daily work schedule to call on existing or potential sales outlets and other trade factors
* Submits orders by referring to price lists and product
* Monitors competition by gathering current marketplace information on pricing, products, new products, delivery schedules, merchandising techniques, etc.
* Resolves customer complaints by investigating problems; developing solutions; preparing reports; making recommendations to management.
* Research sources for developing prospective customers and for information to determine their potential.
* Checking quantities of goods on display and in stock
* Acting as a contact between a company and its existing and potential markets

**Medical Sales Representative**

**INNOGEN – Vitalink Health Product Inc.**

**Tomas Morato, QC Philippines**

**May 2006 – October 2011**

**Duties and Responsibilities:**

* Arranging appointments with doctors, pharmacists and hospital medical teams, which may include pre-arranged appointments
* Making presentations to doctors, practice staff and nurses in GP surgeries, hospital doctors and pharmacists in the retail sector. Presentations may take place in medical settings.
* Organizing conferences for doctors and other medical staff;
* Building and maintaining positive working relationships with medical staff and supporting administrative staff;
* Keeping detailed records of all contacts;
* Reaching (and if possible exceeding) annual sales targets;
* Planning work schedules and weekly and monthly timetables. This may involve working with the area sales team or discussing future targets with the area sales manager. Generally, medical sales executives have their own regional area of responsibility and plan how and when to target health professions.
* Regularly attending company meetings, technical data presentations and briefings.
* Keeping up to date with the latest clinical data supplied by the company, and interpreting, presenting and discussing this data with health professionals during presentations;
* Monitoring competitor activity and competitors' products;
* Developing strategies for increasing opportunities to meet and talk to contacts in the medical and healthcare sector.
* Staying informed about the activities of health services in a particular area.

**EDUCATIONAL ATTAINMENT**

**Bachelor of Science Major in Management**

Centro Escolar University

Mendiola, Manila Philippines

March 24, 2001

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| **PERSONAL INFORMATION** |  |  |
| Date of Birth | : | May 17, 1980 |
| Gender | : | Female |
| Nationality | : | Filipino |

**REFERENCES** (as per request)