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| C:\Users\Louie\AppData\Local\Microsoft\Windows\INetCache\Content.Word\Image.jpgcareer highlights   * **2014, HTC Middle East and Africa** Promoted to HTC UAE trainer after only 1 year on the job. * **2013, HTC Middle East and Africa** Won the Best Visual Merchandiser only after 6 months on the job. * **2011, Projection House** Promoted to Account Executive after 1 year on the job. * **2007-2009, Jumbo Electronics** Evaluated as “Very Good” on yearly staff evaluation.   skills and attributes   * Has the spirit of teamwork and works seamlessly with other people with the ability to work independently as well. * Dedicated and willing to invest time and effort to complete a certain task and to do more than what is asked. * Results-oriented with excellent communication skills combined with high level of initiative and commitment. * Ability to lead and influence group of individuals with whom you work.   academic credentials  **Communication and Presentation Skills**  Filipino Institute  Dubai, UAE  2016  **Human Resources and Administration Level I**  Filipino Institute  Dubai, UAE  2017  **Human Resources and Administration Level II**  Emirates Education Centre  Dubai, UAE  2018  **Human Resources and Administration Level III**  Emirates Education Centre  Dubai, UAE  2018  **Bachelor of Science**  **Business Administration**  **Major in Computer Management**  National College of Business and Arts  Manila, Philippines  2004  Personal information  Date of Birth : November 22, 1983  Language : English and Filipino  Civil Status : Married | LOUIELEARNING AND DEVELOPMENT|STAFF SOURCING|SALES AND MARKETING[Louie.386277@2freemail.com](mailto:Louie.386277@2freemail.com) **Profile**  A highly motivated individual, I manage the training function of HTC in UAE. I work in parallel with the Sales and Marketing team to ensure company strategies are implemented properly and effectively. Started as a Visual Merchandiser, I now lead the field and sales promoter team of HTC in UAE.  **career summary**  **may 2013 – present**  **trainer**  Conduct product and basic soft skills training for HTC Sales Team, OR and IR staff, distributors and operators in UAE.   * Conduct online and offline training for other country trainers and sales promoters.   Provide hands-on demonstrations through in-store training sessions and HTC events in the UAE.   * Modify and maintain all training materials according to region requirements. * Plan, organize and conduct training events for Organized and Independent retailers. * Develop HTC training and sales tools in line with the sales and marketing team. * Manage the Learning Management System. * Assists Sales Team on pitching product on roadmap meetings with retailers.   **Product Specialist – Product management team**   * Research, prepare and maintain reports such as Competitive Analysis, Price and Offer Mapping and present findings to management.   Member of User Trial team that test upcoming devices before its commercial release.  Assist product manager by conducting product testing, trials and comparisons to evaluate product position and to plan sales and marketing strategies and roadmaps for future growth.   * Reports bugs and error in HTC MEA website. * Observe trends and conduct research on market and consumer insight to keep up with new product features and selling strategies. * Report product related issues and queries. * Monitor competitor activities and releases.   **Team Leader (retail operation) – sales and marketing team**   * Manages the Field Visual Merchandising Team. * Supervises stand installation on events and marketing activities. * Assists in planning product launch events, roadshows and other sales and marketing activities such as GITEX, DSF, DSS. * Led several marketing projects from planning to execution. * Sends daily sales and weekly Top Findings report to Country Sales Manager   **HR Executive – Staff acquisition and management**   * Manages the Sales Promoter Team. * Source talents, review applications and conduct recruitment interviews. * Induct new sales promoters and visual merchandisers. * Provide training and evaluation to retail sales team. * Supervise and evaluate retail sales team performance thru market visits and monthly evaluation. * Conduct welfare activities and discuss employee grievances and issues.   **Visual merchandiser • 2013 – 2014**   * Maintain product display according to HTC standards. * Ensures prices and specification sheets are correct and promotions are highlighted. * Search, survey and provide new branding opportunities. * Data collection: competitor offers, promotions, price updates, new releases and activities. * Monitor store stocks and sales and send stock planning to sales executives. * Maintain professional relation with store staff and supervisors to achieve business objectives.   **projection house av distribution**  **SalesExecutive• Nov 2011 – JAN 2013**   * Assist Sales Manager in managing power retail accounts such as Jumbo and Sharaf DG. * Discuss and negotiate product prices, store spaces and marketing budget with retailers. * Monitor stock deliveries and availability. * Develop incentive scheme for retails sales staff. * Build and maintain new corporate and end-user customers.   **team leader and visual merchandiser • Nov 2010 – JAN 2013**   * Keeps track of promoter sales and overall job performance. * Maintains product displays in stores across all emirates. * Ensures product prices and specification sheets are correct and promotions are highlighted. * Trains promoters and store staff for new products. * Performs site inspection and supervise product installation on customer locations and retail stores.   **jumbo electronics • nov 2006 – oct 2010**  **senior sales and customer service representative**   * Appointed to co-supervise the IT section of Jumbo Mall of the Emirates branch. * Assist the Section in Charge in managing staff schedule and task distribution. * Monitor sales to ensure the section is in track of achieving the monthly target. * Facilitate stock requests. * Performs market research to generate more effective selling strategies and merchandising. * Gathers customer feedback and respond to customer inquiries from Jumbo website. * Performs cashier and customer service tasks whenever required. * Maintain reports such as sales, inventory, customer feedback, complains and staff attendance and presents to the manager on a weekly basis. |