

*Dedicated and proactive individual with professional skills and attitude. Abraham is Marketing management graduate with proven leadership organizational and sales skills aiming to implement my abilities to the organization wherever I belong.*



 ***CAREER OBJECTIVES***

* *To build a long-term career in business profession with opportunities for career growth and to use my skills in the best possible way for achieving the company’s goals.*
* *To gain employment with a company or institution that offers me a consistently positive atmosphere to learn new technologies and implement them for the betterment of the business.*

***PROFILE:***

*Date of Birth: October 09, 1993*

*Place of Birth: City of Manila*

*Status: Single*

*Citizenship: Filipino*

*Religion: Christian*

*Character Reference: Upon Request*

*Visa: Cancelled Visa*

 ***CONTACT:***

*EMAIL:*

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ABRAHAM



 ***EDUCATION***

***Global Reciprocal Colleges***

*2014 – 2018*

*Bachelor of Science in Business Administration*

* *Major in Marketing Management*
* *Top 2 Group, Strategic Management Plan of CDO FoodSphere Inc.*

***Shrine of Our lady of Grace Parish***

*2010 – 2012*

*Vocational Training School*

* *Information technology*

***Caloocan High School -*** *Secondary Education**2006 – 2010*

***Eulogio Rodriguez Elementary School –*** *Primary Education**2000 – 2006*



 ***WORK EXPERIENCE***

***Meilenstein Real Estate Development – MIS Administrator*** *November 2018 – April 2019*

* *Responsible for preparing Contracts (Agents Agreements) between Meilenstein Developments and Real Estate Companies/Brokerages.*
* *Preparation of No Objects Letters for Real Estate Companies and Brokerages.*
* *Handling all incoming payment over cash, cheque (CDC, PDC), card payment (Credit/Debit) and other mode of a payment transaction.*
* *Responsible to issue a Receipt for their Booking payment, Down-payment, also the collection for monthly payment installment.*
* *Responsible to make computation and issue an external and internal commission certificate for Agents and Brokerages.*
* *Carrying out verification of agents and documents submitted by our Sales Department.*
* *Develop and maintain MIS operational procedures and System Standards.*
* *Maintain MIS tools and weekly MIS Reports.*

***Execute Reach Achieve Marketing Inc. – Admin Assistant / Sales Officer*** *November 2017 – November 2018*

* *Responsible in making, prepares and processes about the Purchase Oder, Sales Invoice, and Delivery Receipts for the daily key accounts delivery.*
* *Responsible for receiving all incoming delivery of goods/Products and maintain properly of daily inventory on its FIFO system plus manage stock levels to ensure continuous availability.*
* *Perform all secretarial tasks, filing, scanning, photocopying documentation, encoding and answer telephone calls.*
* *Participate in Client Relations, marketing/partnership events as required.*
* *load a variety of Products in the truck and deliver it on time to their designated area.*
* *Meet established goals for territory development and sales quotas.*
* *Identifies business opportunities by identifying prospects and evaluating their position in the industry.*

***Greenwich Pizza and Pasta (Jollibee Food Corporation)***

***Guest Service Assistant / Kitchen Staff / Dispatch***

*SM City Center Valenzuela. Valenzuela City Philippines.*

*SM City Center Sangandaan. Caloocan City, Philippines.*

*October 2015 – October 2017*

* *Appointed as a Team Captain in front liners.*
* *Strictly follow the five-touch point.*
* *Responsible for training new/old staff in line with his/her Job description.*
* *Ensure that company standard on operation and food safety has been strictly implemented.*
* *Do all related inventory and written reports.*
* *Assigned to interact with customer and handle customer complaints if any.*
* *Ensure that the work area is properly maintained and conducted to the employee.*
* *Identified as a top-performing employee.*
* *Assigned to another business unit to support branches.*

***Vaduz Marketing Inc. – Sales Merchandiser***

*April 2012 – May 2014*

* + *Merchandiser of multi-lines and Perfetti van Melle products.*
  + *Strictly make an inventory report to monitor stock and product.*
  + *Properly displayed the product to their designated shelves.*
  + *Responsible to do a weekly report that passes to the supervisor.*
  + *Handling different supermarket along Provinces and City.*
  + *Roving to 10 designated area of supermarket a week.*
*  ***TRAININGS AND SEMINARS ATTENDED***
  + *On the Job training – Marketing Assistant Execute Reach Achieve Marketing Inc. November 2018 - March 2018*
  + *On the Job training – HR Assistant KC realty and development Corp. April 10, 2017- May 19, 2017*
  + *3rd Globanian’s Advertising Warfare – Event’s Organizer*

*February 28, 2017*

* + *Greenwich pizza and pasta - Most Gutsy, SM City Center June 14, 2016*
  + *Greenwich food safety – SM City Center, Valenzuela City November 17, 2015*



 ***SKILLS***



* *English Proficient in both oral and written communication.*
* *Computer literate: Knowledgeable in MS Word, MS PowerPoint, MS Excel, QuickBooks and SAP.*
* *Team Worker, Hard Worker and Well-motivated to expand knowledge and skills.*
* *Strong communication skill for interaction with customers, management and team members.*
* *Can work under pressure and independently.*