**ALVIN**

E-mail: *Alvin-396210@2freemail.com*

**OBJECTIVES:**

To represent the brand by maximizing and contributing to the sales within the store through exceptional customer service and retail experience and to perform various operational duties such as store maintenance guidelines, and visual presentation standards.

**SKILLS & COMPETENCIES:**

* Exceptional Customer Service
* With more than 8 years experiences in Sales/Marketing including retail
* Knowledgeable in Computer, Documentation, Proposals, Warehousing & E-Commerce
* With strategic time management ideas & knowledgeable in merchandising

**WORKING HISTORY:**

**PRESENT Sales Associate III (Retail)**

**2017** **Dubai UAE**

* *Greet and assist customers as they shop for new products and suggest applicable and relevant up-sells to help customers walk out the door with everything they need.*
* *Demonstrate product usages & benefits & learn how to troubleshoot issues with customers*
* *Records all customers inquiries for requests and inform for availability of the products.*
* *Booking Home Deliveries, Fixing Car Seats, Cribs, Walkers, Bouncers, Toys, Etc…*
* *Maintain focal display, merchandising, scan and received deliveries, & inter store transfers, etc.*

**2017- JUNE28 Sales & Marketing Coordinator**

**2015-APRIL 15** MEMS Talent Management Services / *Quezon City, Philippines*

* *Coordinating in Event & Shows Management, Production & Promotional Shows*
* *Coordinating the****sales****team by managing schedules, filing important documents and communicating relevant information and provide financial information.*
* *Ensuring the schedules of the events will be prepared as well as the sponsors*

**2015- FEB07 Storekeeper In-Charge ( Warehouse & Showroom-Sales)**

**2012- AUG23** Ahmad Abed Trading Est /AAA Bake-mate **Riyadh, Saudi Arabia**

* *Proper checking of deliveries base on Quantity details, Expiry dates and Labels*
* *Reconcile shipping invoices and receiving reports to ensure count accuracy.*
* *Verify and track received inventory and complete inventory reports and logs.*
* *Ensure adequate record keeping and manage all documentation to confirm proper stock levels*

 *and maintain inventory control.*

* *Handling Daily Cash Collections in Showroom & Deposit in the bank*

**2012- AUG 18 Insurance Specialist (Sales/Marketing)**

**2012- FEB 6** Yapster Conglomerate e-Insurance Brokers, Inc. Makati City, Philippines

* *Deal with customer queries, analyzed precise ongoing market analysis and evaluation of competitors and looked out for unique ways to enhance sales.*
* *Prepare and deliver efficient customize sales quotations and proposals and present to different corporate companies & sub-agents and co-brokers.*
* *Coordinate with the co-brokers/agent and sub-agents on policy renewal, claims, quotations, and other information related to the client for the issuance of insurance policy.*
* *Handled Comprehensive Insurance, CTPL, Fire, Health, travel, group/individual, etc.*

**2012- JAN25 Sales & Marketing Executive**

**2009- MARCH 16 Monarch Insurance Company, Inc.**/ **SGI Philippines /** Makati City,Phil.

* *Handling Motor /Comprehensive /CTPL (Individual & Corporate Accounts)*
* *Health / Medical – HMO (Individual & Corporate Accounts)Travel / Cargo / Fire & Lightning/etc.*
* *Collect cash / Cheque and other collection obligations from clients*
* *Coordinate with the brokers/agent and sub-agents on policy renewal, claims, quotations, and other information related to the client for the issuance of insurance policy.*

**2008-AUG 25 Storekeeper / Issuer Receiver Controller (Manufacturing)**

**2006-AUG 25** LAMINA GRAPHICS CORPORATION / Valenzuela City, Philippines

* *Prepare to monitor and check the items receives/release with in the day*
* *Updates stocks control and system movement Implementation management*
* *Conduct daily/weekly/monthly/yearly reports inventory with FIFO system*
* *Keep on labeling all the items and maintain cleanliness on entire premises*

**2006- JULY 18 Quality Controller (Manufacturing)**

**2006- FEB 18** ECCO FOOD CORPORATION / **STIK-O /** Valenzuela City, Philippines

* *Records all finished products by quantity, quality, rejects or damaged.*
* *Monitor target quota per day per machine production and observe cleanliness*

**2005- DEC30 Quality Controller (Manufacturing)**

**2005- JULY 15** SEVILLA CANDLE MANUFACTURING INC. / Malabon City, Philippines

* *Ensure and Monitor the quality/quantity on each machine production release*
* *Records all production targets per machine and prepare reports for production performances.*

**TRAININGS / SEMINARS:**

**Babyshop LLC - Store Inventory Management** (**SIM**) - Jebil Ali Office Dubai Oct 8-10, 2019

**Babyshop LLC - Product Knowledge** - Chicco / Avent / Maxicosi / Graco - Dec 2018

**SAP - Warehousing Logistic Import & Export Management**

 JEDDAH SAUDI ARABIA December 18, 2014

**KA-ENTREP - Business Entrepreneur** / March 14, 2012 / Pasay City , Metro Manila Philippines

**SEC - Security Exchange Commissions** / September 22, 2011

 Insurance Commissions / Man ila Philippines

**FIRE & SAFETY - Malabon Rescue Brigade** / November 7, 2005 / Philippines

**EDUCATIONAL BACKGROUND:**

**2001- 2004 Bachelor of Arts / Secondary Education**

 **Major in Mathematics, Minor in Computer**

Northeastern Mindanao Colleges (NEMCO) / Surigao City Philippines

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**Applicant Signature:**