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OBJECTIVE:

Aspiring for a challenging & growth oriented career with hard work, grit & determination as stepping-stones to success & a constant search for excellence & perfection with a positive & learning attitude to grow with the company.

WORK EXPERIENCES:

Hooray Communication

Unit 614 Tower 1 Cityland, Makati, Metro Manila (Philippines)

Tel. +63(02)89219186

Regional Sales Manager - Sales & Logistics

Employed from March 09, 2020 to June 30, 2021

My Work as a Regional Sales Manager includes analytical skills, provide total customer service satisfaction and sales distribution performance achievement.

- Expanding coverage sales distribution customers in the market.
- Improving services and on time received customers deliveries of sales order products.
- Helping and answering customers information about their scheduled actual product deliveries and tracking deliveries status using Enterprise Resource Planning (ERP)
- Daily update sending to customer's proof of delivery (POD) of their receiving actual product requested order using Enterprise Resource Planning (ERP).
- Daily responsible for answering the customer's complaints, product item specification inquiry, and issues delivery status using Enterprise Resource Planning (ERP).
- Coordinate warehouse team of incoming stock in the warehouse and out of stock products.
- Feedback to immediate superior of achieving results and other concerns to increase sales and distribution in the market.

The National Agriculture Development Company. (NADEC) - DAIRY

P.O Box 26909 Industrial 17, Sharjah , United Arab Emirates

Tel.+971 06 534855

Riyadh, Kingdom Saudi Arabia - Head Office (KSA) – Year: 2008 To 2013 (5 Years)

Dubai, United Arab Emirates - Head Office (UAE) – Year: 2013 To 2018 (5Years)

Data Analyst – Sales & Logistics

Employed from February 16, 2008 to December 21, 2018 (completed more than 10 years)

My Work as a Data Analyst includes analytical skills, processing Daily Sales Report (DSR), Processing and preparing Daily / Weekly allocation and amendments products in all depots ordering system, to ensure daily transaction standard performances and secretarial duty.

- Coordinate in supply & chain department and production department requested actual stocks ordered by depots and incoming and outgoing stocks from plant production.
- SAP Enterprise Resource Planning (ERP) encoding, inquiry, editing orders, running summary reports of products ordered by depots and plant production transactions.
- Processing and running Daily Sales Report (DSR) Daily/Monthly/Year To Date of Total Company, by Centre, by Routes and by Supervisors, by Customer outlets and Key account customers actual sales performance by using SAP Business Intelligence and Route Sales Proe(MIRNAH).
- Processing and preparing Daily / Weekly Allocation in all depots orders and amendments product orders (Dairy products, Fresh Juices, Value added, and Food) using ERP Oracle allocation ordering application to be forwarded in dairy plant for production.
- Monitoring daily stock carryover and stock reconciliation ,fridges cooler (By Depots, By Van Sales, By Supervisors and Warehouse Team)
- Utilize information technology SAP Business Intelligence (BI) and Routes Sales Proe (MIRNAH) to create and designed record sales figures and logistics daily transaction for data analysis forward Regional Sales Manager (RSM), General Manager (GM), Finance Team, Logistics Team, Marketing Team and Sales Team.
- SAP Business Intelligence (BI) running and designed sales reports and wastages for Van Sales, Supervisors, Salesman, Merchandiser actual sales report (Daily, Month To Date, Year To date) versus variances budget and forecast. Monitoring productive calls, miscalls, actual sales by products and wastages, actual sales by customer outlets and key account customers performances.
- Monitoring Stock Keeping Unit (SKU) top sales to lowest sales distribution and contribution products (Dairy, Fresh Juices, Value added, and Food) by centre, by customers outlets and key accounts.
- Preparing presentation reports for management and sales team as per manager required reports.
- Coordinate to the Managers, Supervisors and Sales team, Marketing team, Logistics team and plant production of update and corrective actions performance results, other issues concern daily transaction.
- Data organizing an archiving system, retrieving documents upon request and outlining a long-term storage strategy.

IDS MARKETING (PHIL) INC. (LI&FUNG GROUP OF COMPANIES)

Veterans Village Bldg No.7 Western Bicutan, Taguig Metro Manila (Philippines)

Tel. (02)8379349

Sales Operation Management (SOM)-Cashier

Employed from May 8,2006 to January 05,2008

My work as a cashier in this incorporation includes analytical skills, preparing financial reports, computer maintenance to ensure daily transaction standard performances.

- Review of sales invoices vs. OR's (collection) VAN sales is Cash On Delivery(COD) term while review of Booking sales is based on OR vs. Remittance
- Receive and ensures completeness and accuracy of cash & check remittances of VSM/Collectors.
- Responsible for safekeeping (vault) of all remittances and prepares transmittal/deposit slip for the deposit on the following day.
- Assist finances in monthly bank reconciliation
- Monitors frequency of return checks and deviation of remittances
- Prepares Daily Collection Report for submission to SOM Supervisor and OPC Head. Generates daily collection monitoring report for submission to SOM Supervisor.
- Reports any deviation in terms of credit limit, credit terms, missing series of accountable documents and un-remitted checks and cash collection.
- Prepare Sales (VAN Sales) and collection transmittal for submission to Bank, Finance/Treasury, Operation Management and Sales Operation Management.
- Ensure regular and filing of Official Receipts and corresponding supporting documents.
- Monitors maturity and bank credit of Post Dated Checks forwarded to bank for check warehousing
- Provide regular feedback on potential Hanging Balance (HB) or any exceptions noted on remittances.
- Encoding Transmittal per VAN Sales / Booking Salesman upon remittances.
- Coordinates with sales group on the immediate replacement of bounced checks and facilitate issuance of demands letters to customers for check replacement.
- Monitor check maturity for encoding by A/R analyst/Encoder in Jed De Edwards(One Word)
- Assist troubleshooting computer problems and network connection in Sales Operation Management (SOM) department.
- Monitors transmittal of Proof Of Delivery (POD) of Inventory Management Department (IMD) on time deliveries to trade using Brio 6.6 software warehousing system by checking transmittal forwarded Administrative Assistant VS. Actual Delivery Status Report.
- Perform other task as delegated by Sales Operation Management(SOM) Supervisor
- Assist in encoders of invoices/payments if required.

RODZON MARKETING CORPORATION

2451 Lakandula Street, Hidalgo Village, Pasay City Metro Manila (Philippines)

Tel. (02)8448001

Computer Data Encoder (Iloilo City)

Employed from November 11, 2003 to September 23, 2005

My work as a computer data encoder in this corporation includes analytical skills, maintenance performances of networks server problem and troubleshooting computer problem to ensure daily standard performance.

- Implement security procedure in computer by installing and upgrading firewalls, anti viruses, anti spy-ware.
- Responsible for installation and configuration Local Area Network (LAN), TCP/IP and upgrading operating system of computer.
- Installation software and hardware to the computer, troubleshooting connection of internet server.
- Invoicing, outgoing stocks by correct barcodes, amount of cost, quantity cases, product description before forwarded to the delivery teams for delivered.
- Encoding payments, both accomplished daily remittance forms and accomplished daily collection forms.
- Registration accounts, all new outlets opened by sales representative in their respected area will be entry in Sales Accounts Receivables Inventory (SARI) database system.
- Encoding return stocks, all return and damage stocks of sales representative from outlets will be encoded to database system for deduction in their account receivables.
- Typing letter and creating form design and tables.
- Transmittal, all documents and non-documents to be sent in the head office should be accompanied by a transmittal addressed to the audit staff assigned. This is to avoid the said documents or non-documents to be misplaced.
- Responsible for inventory and forecasting stocks in warehouse.
- Filing documents copy such as invoices, account receivables, memos, company documents, daily and weekly reports, and collection reports.
- Checking of daily remittance and collection reports with regards and shortages in form of cash/short payment and completeness of attachment.
- To control the invoices of account receivable including bounced checks of the areas sales representative.
- Summary of expenses, all expenses (liquidation report) submitted by the personnel in the area should be summarized based on the said summary form before being forwarded to the head office.
- Monitor should be term, this procedure was designed to control and ensure that terms of outlets submitted by sales representative are religiously fallowed such (COD) cash on delivery, account receivable 15 and 3days,(PDC) post dated check.
- Submitting weekly and monthly reports such as sales report, inventory report, and audit report to the head office and supervisor in charge by sending (E-Mail) electronic mail or fax.

SUPERVALUE INC.

Benigno Aquino Ave, Diversion Rd., Mandurriao, Iloilo City (Philippines)

Employed from April 21, 2003 to October 10, 2003

My work as a selling clerk in this store includes assist and maintain customer and store support services in selling department and other supermarket operating operation where required.

- Encoding and inventory of fast moving stocks from the selling and stock room area.
- Checking expired products in selling and stock room area.
- Responsible for refilling products in selling area.
- Responsible for checking incoming stocks to the receiving dispatching unit (RDU) from warehouse and suppliers delivered have quantity of cases, correct barcode, checking damage products or not before forwarded to stockroom area.
- Routine scanning shelf tag price in selling area if price of product displayed right or discrepancy will prior to change and updated immediately.

WINBEST FOODS CORPORATION (Jollibee)

Jaro, Iloilo City (Philippines)

Employed from October 14, 2001 to March 14, 2002

My work as a store service crew in this corporation includes but not limited to the implementation of strict quality control to ensure high products standards.

- Responsible to provide cleanliness in dining and kitchen area, implement standard operation procedures of products in kitchen production.
- To provide customer delicious and quality services.
- To provide needs, wants and satisfaction for customers.

BUREAU of INTERNAL REVENUE (BIR)

Revenue Region No.11

Molo, Iloilo City (Philippines)

On-job-training from June 6, 2002 to August 27, 2002

This training involves offices staff work responsible for filing, encoding and forms design for the bureau.

GLOBAL VILLAGERS INTERNET CLUB

5th Level, Gaisano City Mall, La Paz, Iloilo City (Philippines)

On-job-training from July 21, 1999 to September 24, 1999

My work in this Internet station includes the maintenance of several computers to ensure daily performance sets on high standards.

- Configuration and installing local area network (LAN)
- Hardware and software installation, configuration of operating system.

EDUCATIONAL INFORMATION:

Tertiary: AMA Computer College

Address: 2nd floor Star Plaza Building Jaro Iloilo City (Philippines)

Course: Bachelor of Science in Information Management

Year Attended: 2000-2003 (Graduated)

Vocational: AMA Computer Learning Center

Address: Delgado, Iloilo City (Philippines)

Course: Computer System Design and Programming

Year Attended: 1999-2000 (Graduated)

Secondary: Iloilo City National High School

Address: Molo, Iloilo City (Philippines)

Year Attended: 1993-1997 (Graduated)

Elementary: Iloilo Central Elementary School

Address: Mabini, Iloilo City (Philippines)

Year Attended: 1988-1993 (Graduated)

SPECIAL SKILLS:

Computer Literate, Microsoft Office (MS Excel, MS Word, MS Power Point, Internet-MS Outlook), SAP Business Intelligence(BI) , Enterprise Resource Planning (ERP) Oracle Application, Route Sales Proe (MIRNAH) , JD Edward application, Sales Accounts Receivables Inventory (SARI) database system ,Brio 6.6 software warehousing system.

Achievements / Interests

Certificate of Appreciation as Outstanding Performance Award

NADEC CEO Winning Club Sales Competition

Millenium Hotel, Dubai, United Arab Emirates

May 19, 2017

Certificate of Attendance

Awareness Program on Behavioral Safety & Emergency Response and Crisis Communication held at IDS Marketing Phil. Inc. Building 7,CCMC Compound, Veterans Center

Western Bicutan, Taguig City. (Philippines)

June 8,2007

Certificate of Attendance

Organization of Information Technology Students of Iloilo (OITSI)

Networking Summer Workshop Training, Windows NT & Linux Environment

A.M.A Computer Learning, Delgado, Philweb.com, Mabini St. Iloilo City (Philippines)

April 12 –14, 2002

Certificate of Participation

Current Trends Information Technology W/ Fieldtrips and Seminars (CURRIT)

September 8-14,2002 at the fallowing Companies: (Philippines)

1. Meralco Foundation – Ortigas, Manila
2. Philvocs – Baguio City
3. Fujitsu Philippines – Sta. Rosa, Laguna
4. Emron – Subic, Angeles
5. Atech – Cabuyao, Laguna

OTHER RELATED INFORMATION:

Date of Birth: October 12, 1980

Religion: Born Again, Christian

Passport No: P4789221A

Date of Issue: October 23, 2017

Date of Expired: October 22, 2022

Place of Issue: Dubai, United Arab Emirates