**Ira Franzesca B. Contrador**

Lulua Sultan Café Building,

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+971566799853

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**Educational Background:**

 **Bachelor of Arts in International Relations major in Diplomacy**

Lyceum of the Philippines University, Manila

A.Y. 2011-April 2015 (Honorable Mention)

**Awards Received:**

**Consistent Dean’s Lister and Merit Scholar**

 College of International Relations

 Lyceum of the Philippines University, Manila

 2011-2015

 **Honorable Mention**

 College of International Relations

 Lyceum of the Philippines University, Manila

 2015

**Work Experience:**

**Etisalat – Sales Executive (Sales)**

**Contractual (December 21, 2019 – Present)**

* Manages accounts for clients visiting the retail store of Etisalat.
* Major role is to ensure positive movement on sales of target products and services offered by the company.
* Advices clients about the most suited service or product basing on their needs and monetary capabilities.

**United Laboratories Incorporated- Professional Service Representative (Sales) Regular (May 16, 2016 – January 1, 2020)**

* Manages hospital accounts for sales acquisition for particular products specifically offered by United Laboratories Incorporated.
* Assigned at Asian Hospital and Medical Center, one of the major key accounts of United Laboratories Inc. nationwide.
* In-charged of all concerns and negotiations of target business partners in the assigned territory.
* Handled and created CME related activities for target MDs in the assigned territory.
* Responsible for the management of documents required for the processing of paper works needed for CME related conventions abroad.
* Negotiated with top MDs of Asian Hospital as per business opportunities and partnership.
* Managerial Functions include: Sales management and marketing, troubleshooting, and building strong Customer Relations.
* Monitored all sales accounts of particular products assigned.
* Analyzed sales opportunity and market status quo of assigned territory to able to maintain positive sales growth and be able to open up potential market opportunities.
* Maintaining and developing the level of business relationship with the existing business partners.
* Opened new market possibilities in the assigned territory. This includes scouting for potential business partners and inclusion of products in target hospitals.
* Negotiated with one of the top MDs of Asian Hospital and Medical Center and was able to create a stable business partnership.

 **Monde Nissin Corporation- Export Trade Assistant (Sales)**

 **Contractual (July 13, 2015 – December 18, 2015)**

* Manages the business area market of 10 countries (Australia, France, Italy, UK, Ireland, Hong Kong, Greece, New Zealand, Spain, Netherlands)
* Managerial Functions include: Managing, Sales and Marketing, Documentation, Remittances and Collections, Customer Relations.
* Opened up a new market
* Analyzed the situation and went beyond the capacity of my job description to handle a large decision that will benefit the company.
* Currently negotiating with two other potential buyers (one from Australia and the other from Sweden).
* Managed and solved problems with existing buyers.
* Handled the Hong Kong market’s dilemma in terms of production and shipment of orders.
* Catered to the needs of the Hong Kong market by creating market labels that complies with rules and regulations of the Hong Kong Government in terms of exportation.
* Introduced existing products to new market.
* Introduced products to existing buyers as a new item in their product list
* Coordinated with R&D in terms of the processing the approval for the exportation of the Product to New Zealand.
* Settling Statement of Accounts of certain buyers.
* Cleared accounts not only with from balances but also from excess payments.
* Truthfully informed the buyer of any excess payments given that trust is important in building stronger business relationship.

**Training:**

 **ASEM Summit: Manila Conference on Disaster Risk Reduction and Management**

Department of Foreign Affairs: Office of European Affairs

Diamond Hotel, Manila Philippines

03-06 June 2014

**Skills:**

Skilled in English Communication

Able to do comprehensive reports with good quality outputs

Skilled in handling computer-based tasks and applications

Has excellent decision-making and troubleshooting skills

**Seminars Attended:**

**ASEAN Economic Integration 2015: Moving Forward As One**

College of International Relations-Foreign Service Club

JPL Hall, Lyceum of the Philippines University, Manila

11 August 2014

**15th International Youth Day Conference: Strengthening Youth Participation in Climate Change**

United Nations Association of the Philippines

 Polytechnic University of the Philippines (San Juan Campus), San Juan Manila

 14 August 2014

**Foreign Direct Investment: Key to Job Growth**

European Union Delegation to the Philippines

The Mind Museum, Bonifacio Global City

13 May 2013