



Genda Ramos Neyra

Position Applied :

Any position available which suits my experience and capabilities

Contact Details:



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Visa Status: Husband Visa



UAE Driving License: Light Vehicle

Strength:

Marketing

- * Experience of territorial marketing, account management and client relations and retention.
- * Writing detailed sales forecast report for senior company managers.
- * Gathering industry data and analyzing spend patterns to highlight the potential for future growth.
- * Communicating new products to potential clients.
- * Proven ability to maximize sales opportunities by creating professional sales script and building rapport with potential new and also existing customers.

Management

- * Willing to accept responsibility and be accountable.
- * Created a regional sales reporting and performance monitoring system
- * Monitoring and reviewing the performance of sales teams, to ensure targets are met.
- * Responsible for monitoring sales levels and patterns on a weekly and monthly basis to identify and predict any potential problems.

Personal Summary :

An ambitious, highly motivated and energetic person with excellent marketing and business development skills. Experience of Managing sales and Merchandising for established retail outlets, franchises and international brands. A result orientated professional with a proven ability to get results, generate revenue, improve service as well as reduce costs. Over 15 years marketing experience of working in competitive industries and successfully identifying, developing and managing new business opportunities within these markets.

Administrative support professional experienced working in fast-paced environments demanding strong organizational, technical, and interpersonal skills. Highly trustworthy, ethical, and discreet; committed to superior customer service. Confident and poised in interactions with individuals at all levels. Detail-oriented and resourceful in completing projects; able to multitask effectively

Career History :

The Young Musician Music Institute

October 2012 – September 2020

SECRETARY/ ADMINISTRATION ASSISTANT / RECEPTIONIST/ SALES REPRESENTATIVE

- * Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, and/or presentation software.
- * Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work.
- * Set up and oversee administrative policies and procedures for offices and/or organizations.
- * Review operating practices and procedures in order to determine whether improvements can be made in areas such as workflow, reporting procedures, or expenditures.
- * Coordinate and direct office services, such as records and budget preparation, personnel, and housekeeping, in order to aid executives.
- * Sort and distribute incoming mail to areas and staff within the organization and dispatch outgoing mail.
- * Write business letters, reports or office memoranda using word processing programmes .
- Answer telephone enquiries from Parents & Customers, attend to visitors and assist other staff in the organization with their enquiries.
- Undertake other duties such as banking, credit control or payroll functions.
- Sell musical instruments to walk ins, shops and schools.

Professional Skills:

Microsoft Excel: 

Microsoft Word: 

Microsoft Power Point: 

Communication: 

Creativity: 

Team Work: 

Spoken Language:

English: Fluent

Tagalog: Native

Educational Attainment:

FAR EASTERN UNIVERSITY

B.S. BIOLOGY

March 1992 Fourth Year Undergraduate

IMMACULATE CONCEPTION ACADEMY OF MANILA

Secondary Education

March 1988

Sweet Garden General Trading Co.

October 2009 – August 2012

SALES EXECUTIVE/ REPRESENTATIVE

- * Involved in the strategic market planning for the company's services, as well as being in charge of the Dubai Duty Free Sales team.
- * Organized merchandising operations and major events like promoting new product launches in New Store Openings for other Local Markets in Sharjah , Mirdif, Mizhar Rashidiya and Deira Areas.
- * Responsible for forecasting market trends.
- * Making sure products and services are supplied to customers on time
- * Involved in the training of new sales staff
- * Responsible for marketing wide range of the company's products which included fast moving consumer goods
- * Researching the market for Related products & Competitors
- * Arranged client demonstration
- * Regularly liaised with our suppliers to ensure the progress of existing orders.
- * Involved in the recording and administration of sales by forwarding reports and copies to the sales office.
- * Provided customers with competitive quotations.

Aal Mir Trading Co. L.L.C

June 2004 – October 2009

SALES EXECUTIVE SECRETARY

- Works closely with senior managerial or directorial staff to provide administrative support
- Devising and maintaining office systems, including data management and filing
- Screening telephone calls, enquiries and requests, and handling them when appropriate
- Meeting and greeting visitors at all levels of seniority
- Organizing and maintaining diaries and making appointments

Reference can be provided upon request

I hereby declare that above given information are correct to the best of my knowledge

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