



# **ERNESTO ATAYZA III**

**Sales Executive | Product Promoter | Customer Service Assistant | Administrative Support**

Dubai, United Arab Emirates

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**Notice Period: Immediate**

## **CAREER PROFILE:**

- 5+ years of in-depth involvement with customers at all stages of the business relationship, with a good communication skill in dealing with people at different levels.
- Proactive decision maker, dynamic, able to multitask, driving skills, and recognized for high professional merit and excellence.

## **OBJECTIVE:**

- To succeed in an environment of growth and excellence and earn a job which provides me job satisfaction and self-development and help me achieve personal as well as organizational goals.

## **EDUCATION & TRAINING:**

**Certificate in SAP (Systems, Application and Product); Certificate in Advance Training in Excel 1; Certificate in Events Management**

FILIPINO INSTITUTE, JLT Site, Dubai, United Arab Emirates [www.filipinoinstitute.com](http://www.filipinoinstitute.com) Graduated October 2016

**Hotel and Restaurant Services (College Level)** Bicol College, Bicol Philippines

## **PROFESSIONAL EXPERIENCE:**

### **SALES EXECUTIVE – JUMBO ELECTRONICS CARREFOUR MOE OUTLET - Nov 2021 - April 2023**

- Creating awareness of items or the products
- Preparing presentation and good display of the products
- Promote and introduce product.
- Provide customer service.
- Ensure all the products are in good condition.

### **SENIOR SECTION IN-CHARGE FOR CONSUMER GOODS Feb. 2017 – June.2021 [Carrefour](#)**

- Overall care of staff and their well-being
- Presentation of store and advertising displays
- Ordering, receiving, price changes, handling damaged products, and returns.
- Team Development, facilitating staff learning training, and development.
- To understand the customer service principle
- Basic Computer applications in store management and materials control

**SALES PROMOTER Jan 2013 – Aug 2016** Liberty Commercial Center, Inc. Bicol, Philippines

- Appliances brands include PROMAC, Union, Panasonic, Samwon, TCL;
- Ensures that the proper level of stocks is maintained for home appliances, office automation, consumer electronics, information technology, telecommunication gadgets, and entertainment;
- Contacts regular and prospective customers to demonstrate products, explain product;
- Recommends products to customers, based on customers' needs and interests;
- Liaising with suppliers to check the progress of existing orders;
- Checks the quantities of goods on display and in stock;
- Records sales and order information and sending copies to the sales office, or entering figures into a computer system;
- Reviews own sales performance, aims to meet or exceed targets;
- Makes accurate, rapid cost calculations and providing customers with quotations;
- Feeds future buying trends back to employers;
- Attends team meetings and sharing best practice with colleagues.

**SENIOR SALES AGENT Dec 2011- Nov 2012** Multi-Ware Econ Sales Corporation (Phillip Morris), Philippines

- Handling Representative queries, Sales Leader, Area Sales Manager and Direct customer queries. • Assist with transitioning new clients from salesperson to account manager.
- Acquire and effectively communicate responses to client questions.
- Work with Sales Manager and Marketing team to come up with new marketing plan as well as ideas. • Provide input to the team to help develop client programs.
- Provide feedback from clients to assess possible refinements to existing products and the need for new products. • Maintain an accurate customer database of industry contacts for mailings, reporting, and marketing programs. • Consistently provide detailed updates on activity to Sale Manager. • Contribute to team effort and work on special projects.

**PERSONAL DETAILS:**

Nationality- Filipino | Languages: English & Filipino | Status: Single

*This is to certify that I have furnished the above information and the same is true and correct to the best of my knowledge and belief.*

**ERNESTO ATAYZA III**  
Signature over Printed Name