



NENA FALLER SAMBAYON

*Sales Merchandiser/Business Promoter
Online*

AI SATWA, DUBAI, UAE

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ABOUT ME

Strongly focused, with the ability to complete tasks accurately in a fast-paced environment with conflicting deadlines.

SKILLS

- Verbal Communication
- Team Work
- Customer Service
- Professionalism
- Client Relations
- High Energy
- Physically Fit
- Resolving Conflict
- Computer Literate
- Ability to Multi task
- Time Bounded (SMART)
- Fast Learner
- Marketing
- Sales
- Business Owner Relations
- Relationship Development

WORK EXPERIENCE

**BUSINESS PROMOTER ONLINE (HOME BASED)
BRAND 4 STAR TRADING L.L.C- AL SATWA, DUBAI
FEBRUARY 2020 –PRESENT**

- Provide all the needed information on promoted products and services
- Assisting customers online in finding the suitable product they are looking for
- Provide advice and guidance on product selection to customers.
- Consistently seek new product knowledge to act as an expert for the customer
- Present products using interactive materials such as videos, charts, slideshows etc.
- Set up booths or promotional stands and stock products
- Arrange branded products online to look tidy and attractive to customers through social media.
- Engage with customer and discover their wants and needs

**BUSINESS PROMOTER ONLINE (HOME BASED)
HIGH LINE ELECTRICAL L.L.C- AL SATWA, DUBAI
DECEMBER 2019 – FEBRUARY 2020**

- Manage and coordinate all digital marketing activities
- Support the goals set in the marketing plan
- Work close with the sales team
- Translate the company's objectives into marketing strategies
- Build lasting relationships with customers by contacting them to follow up on purchases, suggest purchase options and invite them to upcoming events
- Disseminate product samples, brochures, flyers business card etc.
- Improve search-engine rankings

HOBBIES

Photography

PERSONAL INFORMATION

Date of Birth : August 8, 1993
Sex : Female
Citizenship : Filipino
Religion : Roman Catholic
Civil Status : Single
Language : English, Tagalog
Visa Status : Tourist Visa

EDUCATIONAL BACKGROUND:

High School Diploma
Concepcion National School
Hilongos, Iloilo Philippines 2009

Elementary Level
Bagumbayan Elementary
School, Bagumbayan 2005

- Share qualitative content on different social media channels
- Monitor and improve (if needed) company's online reputation
- Create, send and answer email campaigns
- Submit daily sales report through the company sales app.

SALES REPRESENTATIVE (FOOD STUFF SUPPLIER NAJMAT FRESH FOOD STUFF TRADING L.L.C AL SATWA, DUBAI OCTOBER 07, 2019 –DECEMBER 2019

- Generating leads.
- Meeting or exceeding sales goals.
- Negotiating all contracts with prospective clients.
- Helping determine pricing schedules for quotes, promotions, and negotiations.
- Giving sales presentations to a range of prospective clients.
- Understanding and promoting company programs.
- Obtaining deposits and balance of payment from clients.
- Preparing and submitting sales contracts for orders.
- Visiting clients and potential clients to evaluate needs or promote products and services.

MARKETING ACCOUNTANT GRAND EURO SHIP CHANDLERS L. L.C JEBEL ALI, DUBAI UAE SEPTEMBER 07, 2019– OCTOBER 2019

- Providing support for clients by learning about and satisfying their needs.
- Making cold calls or reaching out to prospects.
- Following up with prospects several times throughout the sales cycle to ensure needs are being met.
- Presenting and demonstrating the value of products and services to prospective buyers.
- Compiling and analyzing data to find trends.

SALES ADMIN REPRESENTATIVE HIGH LINE ELECTRICAL L.L.C- AL SATWA, DUBAI APRIL 2019 –SEPTEMBER 07, 2019

- Provided congenial help to accommodate customers for finding items, which increased revenue customer loyalty.
- Ensure product were secure and not subject to damage when being transported to different areas of the store.
- Responsible for signage updates to advertise current pricing and to promote certain merchandise.

SALES PROMOTER

**MISHOPS XIAOM MOBILE STORE, DUBAI & ABU DHABI, UAE
JANUARY 2018 –APRIL 2019**

- Responded daily calls for orders, entered those orders in the computer system, send faxes processed back orders and credit memos to the correct client accounts.
- Designed tool to track and monitor favorable and possible sales opportunities, deal in progress and actuated contracts.

SALES AGENT

**PRIME ACE MARKETING, LEYTE, PHILIPPINES
FEBRUARY 2017 –DECEMBER 2018**

- Packaged and wrapped customer purchases appropriate to size
- Resolved conflicts calmly using external problem solving and inter personal skills
- Managed store and kept-up to date on products and promotions resulting increased sales.

ADMINISTRATIVE CLERK

**CDO FOODSPHERE INC, BATANGAS, PHILIPPINES
MARCH 2015 –AUGUST 2017**

- Manage phone and email to customer regarding confirmation of deliveries and provided answer to their inquiries.
- Resolved customer inquiries and ensured customer satisfaction, shared customer communication with appropriate department personnel.
- Responsible for processing all financial documents and invoices prepared contracts and expense reports.

