

Gerrymel Jamandre

Relationship Officer / Sales Coordinator - Dunia Finance

Abu Dhabi

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EXECUTIVE

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OBJECTIVES: To find a better opportunity where I can impart my best ability and capability, and to be an element of the success of the company. To widen my horizon by turning work challenges into an opportunity of learning.

Willing to relocate: Anywhere

## Work Experience

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### Relationship Officer / Sales Coordinator

Dunia Finance

December 2010 to Present

- Prepare action plans and schedules to identify specific targets and to project the number of contacts to be made
- Data base generation. Follow up new leads and referrals
- Develop and maintain sales materials and current product knowledge
- Maintaining confidentiality of company/customer documents and information
- Manage account services through quality checks and other follow-up
- Prepare a variety of status reports, including activity, closings, follow-ups and adherence goals
- Coordinate with company staff to accomplish the work required to close sales
- Develop and implement special sales to increase acquisition
- Other duties as assigned (Inbound Sales Executive and Receptionist )
- Reconciliation of all application files from all branches in Abu Dhabi
- Reconciliation of all branches reports and directly sending to higher superiors

### Sales Executive

First Gulf Bank

October 2008 to April 2009

- Prepare action plans and schedules to identify specific targets and to project the number of contacts to be made
- Data base generation. Follow up new leads and referrals
- Develop and maintain sales materials and current product knowledge
- Maintaining confidentiality of company/customer documents and information
- Manage account services through quality checks and other follow-up
- Prepare a variety of status reports, including activity, closings, follow-ups and adherence goals
- Coordinate with company staff to accomplish the work required to close

sales

- Develop and implement special sales to increase acquisition
- Other duties as assigned

#### PHILIPPINES WORK EXPERIENCES

### **Medical Representative**

ISOPHARMA MEAD JOHNSON

August 2007 to April 2008

- Marketing and Promotions of Company products to Health Centers and Government Hospitals
- Prepares daily, weekly and monthly reports
- Prepares weekly inventory of product samples and promotional materials

### **Financial Executive**

PHILIPPINE AXA LIFE - METROBANK GROUP BANK ASSURANCE

August 2005 to June 2006

Marketing of Life Insurances, offers free financial services to bank clients

- Go out on fields to market on offices and private companies
- Do follow-ups on existing clients and prospects
- Reports directly to the administrative head for daily status of marketing
- Assists in New Accounts Department

### **Account Executive**

LA TONDEÑA DISTILLERS INCORPORATED

February 2000 to February 2002

- Selling, peddling, and marketing
- Issues invoices
- Daily physical inventory of stocks
- Prepares daily, weekly, and monthly submission of reports

### **Salesman**

NOVATEK DISTRIBUTOR INCORPORATED

November 1996 to November 1997

- Selling, peddling, and marketing
- Frontliner/Customer Servicing
- Daily physical inventory of stocks
- Prepares daily, weekly, and monthly submission of reports

### **Account Executive**

U-BIX CORPORATION

June 1995 to September 1996

- Selling and marketing of photocopying machines
- Customer servicing
- Generation of proposals to prospective clients
- Prepares daily, weekly, and monthly submission of reports
- Indoor Salesman(showroom)

## Counter Person

DUNKIN DONUTS - Iloilo City

September 1993 to February 1994

- Customer Servicing
- Cashiering

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## REFERENCE PERSONS:

### 1. AMIT HANDOO

Financial Center Head Dunia finance LLC

Abu Dhabi UAE

Mobile No.:055-2807037

### 2. EMMERSON LUCERO

Sales Coordinator Innovations Direct

Abu Dhabi UAE

Mobile No.:056-9978226

## Education

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### **Bachelor of Science in Biological Science in Biological Science**

University of San Agustin

1989 to 1995

Colegio del Sagrado Corazon de Jesus

1985 to 1989

Iloilo American Memorial School

1980 to 1985

## Additional Information

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- Value oriented
- Interacts well with all levels of administration, personnel and clients
- Fast learner and can easily adjust in a new work environment
- Competent and Flexible
- Self-starter and Highly Motivated
- Articulate and Hardworking
- Computer literate (Microsoft Word, Excel)
- Driving skills