

Jehmile Melicio

SALES EXECUTIVE / WCA SALES COORDINATOR

Abu Dhabi

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Willing to relocate: Anywhere

Work Experience

SALES EXECUTIVE / WCA SALES COORDINATOR

AMCO TRADING AND CONTRACTING

July 2016 to January 2019

A part of AMCO GROUP who is a leading company in Customs Clearance & Shipping agency in Qatar that was founded in 2002. Services include Air, Sea and Land Freight, Warehousing, Car Rental, Project Cargo, Exhibitions and events handling.

From July 20, 2016 - January 03, 2019

POSITIONS AND RESPONSIBILITIES:

SALES EXECUTIVE / WCA SALES COORDINATOR - Coordinating with WCA staff all over the world in providing best rates and excellent shipment services with the client. Also, providing assistance about the DDP/DAP inquiries.

AIR & SEA SHIPMENT LOGISTICS OFFICER - oversee all aspects of accounts relating to the international transportation of goods and the maintenance of the client's needs. Work with clients to establish detailed profiles and procedures that properly represent their export/import process. Models and acts in accordance with guiding principles and core values.

- Arranges shipments by examining destination, route, rate, delivery time; dispatches to carriers.
- Verifies merchandise shipped by matching Airway Bills, Bills of Lading; reconciling quantities; noting discrepancies.
- Keeps customers informed by forwarding notices, shipment date and method, and current status.
- Benchmark freight rates.
- Negotiate rate structures, including consolidation lanes, capacity, and customer programs
- Collect and analyze service issue and carrier quality information and develop clear and concise reports.
- Freight forwarding functions such as booking, issuing Delivery Orders, etc.
- Checking and confirming order status on pick-up and deliveries.
- Analyze freight bills for customer specific required information.
- Track and log information in the system.
- Coordinate & expedite requests, time-specific pickups and deliveries and other special requests

TECHNO BLUE WLL (SAMSUNG & FUJI) - a part of Blue Salon group which has been in the front of consumer business for over thirty years in Qatar Market. It specializes in providing a wide range of goods and services in the Qatari Market covering Consumer Imaging, Graphic Arts, Medical Imaging,

Digital Cameras, Consumer Electronics goods, Home Networking solution, Domestic and commercial use appliances. The air conditioning division specializes in providing solutions for a wide range of applications.

Showroom Sales Associate / Account Associate

May 2011 to July 2016

Provide assistance to top level auditors and accountants while performing accounting, cashiering, processing and registering customer invoices using company systems and inventories. Sell retail products and goods (Audio Video, Home Appliances and I.T Products). Work with customers to find what they want, ensure a smooth sales process and process transactions.

Main Job Task and Responsibilities:

- Develop and maintain a customer database
- Maintain sales activity records, cashiering and prepare sales reports
- Monitor and report on sales activities and follow up for management
- Develop and implement best practices for internal and external account coordination work
- Handling inventories, transfer and receiving stocks through actual and system
- Make sales calls to new and existing clients
- Negotiate with clients
- Respond to sales inquiries and concerns by phone, electronically or in person
- Ensure customer service satisfaction and good client relationships

LG ELECTRONICS PHILIPPINES - comprises four business units - Home Entertainment, Mobile Communications, Home Appliance & Air Solution, and Vehicle Components - and is one of the world's leading producers of flat panel TVs, mobile devices, air conditioners, washing machines and refrigerators

Sales Coordinator

June 2009 to February 2011

Facilitate the team's activities to maximize their performance and the solid and long-lasting development of the company.

Main Job Tasks and Responsibilities:

- Coordinate sales team by managing schedules, filing important documents and communicating information
- Ensure the adequacy of sales-related equipment or material
- Respond to complaints from customers and give after-sales support when requested
- Store and sort financial and non-financial data in electronic form and present reports
- Handle the processing of all orders with accuracy and timeliness
- Inform clients of unforeseen delays or problems
- Monitor the team's progress, identify shortcomings and propose improvements
- Assist in the preparation and organizing of promotional material or events
- Ensure adherence to laws and policies
- Maintain sales activity records and prepare sales reports
- Ensure customer service satisfaction and good client relationships
- Participate in sales events
- Monitor competitors, market conditions and product development

Education

Bachelor of Science in Computer Engineering in Computer System and Network Technology

Ama Computer College

Ramon Magsaysay Technological University

English

Bani National High School

Skills

Branding (Less than 1 year), Corporate Communications (Less than 1 year), LOGISTICS (2 years), retail (5 years), RETAIL MARKETING (5 years)

Additional Information

Skills

- Marketing Strategies & Campaigns
- Corporate Communications
- Creative Team Leadership
- Product Positioning & Branding
- Sales and Support

- Supply Chain Management
- ERP and Oracle System
- Retail POS
- Logistics & Customs Clearances (Air/Sea)
- Computer Literate (MS, Outlook)