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**RODEL CALITISIN VISTA**

#1002 Al Safa Tower Bldg. Hamdan St. Abu Dhabi UAE

Contact # 0508827715

Email address: dhelvista@yahoo.com

vistarodel@yahoo.com

To obtain a position where I can use my sales and marketing oriented skills in the best possible way for achieving the company’s sales goals.

**WORK EXPERIENCE**

 **SALES EXECUTIVE ( STAID SOFT TECHNOLOGY SOLUTIONS ) Abu Dhabi, UAE.**

* **August 10, 2017 – May 2019**

 **DUTIES AND RESPONSIBILITIES**

* Make personal sales calls at customer sites on a regular basis.
* Seeks out prospective customers/business opportunities with new and existing customers.
* Introduces and demonstrates the products to the new customers specially the Trading and Restaurant Software.
* Follow ups on all generated quotations to assure that the customers is being serviced and to a document the outcome of the proposed solution
* Fulfills customer needs for current catalogs, products pricing etc.
* Pick up payment and coordinate to the suppliers about the delivery and installations of the products.
* Implement a sales plan to support sales and profitability goals.
* Visiting the sites to finalize the installation of the products.
* Maintain to achieve the Sales Target given by Management.

**SALES AND STOREKEEPER ( Al Jazeera Electronics ) Abu Dhabi, United Arab Emirates**

- May 20, 2015 - JUNE 25, 2017

**DUTIES AND RESPONSIBILTIES**

* Attending customers for any enquiries.
* Record sales and doing inventory, handle orders, complaints, and other customers’ inquiries.
* Attending telephone calls and making appointment, answer questions about product or warranties.
* Receive, unload, and shelve supplies
* Maintain receipts, records, and withdrawals of the stockroom.
* Respond to emails, phone calls, and other forms of correspondence.
* Promote and sell products and services of the company.
* Daily monitoring of the existing installation.
* Rotate stock and coordinate the disposal of supplies.

**CREDIT OFFICER/ MARKETING PROFESSIONAL (Sales Department) -** TOYOTA MOTOR PHILIPPINES – January 2013 – January 2015

**DUTIES AND RESPONSIBILITIES**

* Approve loans within limits, and refer loan applications outside those limits to management for approval.
* Meet with clients to obtain information for car loan application and to answer the questions about the process.
* Analyze applicant financial status, credit, and property evaluations to determine feasibility of granting car loans.
* Explain to clients the terms and conditions of loans.
* Obtain the compile copies of loan applicants credit histories, corporate financial statements, and other financial information.
* Compute the payment schedules.
* Stay abreast of new types of loans and other financial services and products in order to meet clients’ needs.

**SALES EXECUTIVE/ MARKETING PROFESSIONAL**- TOYOTA MOTOR PHILIPPINES - October 2007 – December 2012

**DUTIES AND RESPONSIBILITIES**

* Sell vehicles to customers in order to meet or exceed the sales target which is set by the management.
* Carry out the Sales Activities within the set standards as defined by the Sales Department.
* Obtain the prospective Customer’s contact details for the future follow ups and potential sales opportunity.
* Be knowledgeable on all of the Division’s vehicle product line, including specifications and cost.
* Oversee the preparation for all necessary documents for the successful sale of the vehicle, including Quotations, Sales Application, Insurance forms and Bank forms.
* Monitor and follow up with the customer on submission of the Deposit, or Cash Payment, and the Purchase Order from a valid Financial Institution, to ensure that the vehicle is fully sold.
* Be knowledgeable about competitor’s product lines in order to differentiate the vehicles through its strengths.
* Carry out all Post Sales activities, after closing the deal. In order to ensure the timely handover of the vehicle to customer.
* Prepare all relevant documentations as required to register the vehicle.
* Handover the vehicle to the customer, upon completion of all documents.

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**SPECIAL SKILLS**

* Computer Literate (MS Word and MS Excel)
* Organizational Skills
* Good Communication Skills (Phone and Verbal)
* Customer Focus
* Handling Pressure
* Literacy Skills
* Driving Skills
* Sales and Marketing oriented

**TRAININGS AND SEMINARS**

* Symposium on “Economic Development through Corporate Social Responsibility” – Daragang Magayon Hall, Aquinas University Legaspi City Bicol
* Seminar on Consumerism - Daragang Magayon Hall, Aquinas University, Legaspi City Bicol
* Innovative Multi – Purpose Vehicle Training, Cebu City; November 2011
* Kaizen Training – GT Tower Ayala Avenue, Makati City; March 2012

**PERSONAL DATA**

**Date of Birth:** April 30, 1986

**Place of Birth:** Tagas, Tabaco City Bicol

**Gender:** Male

**Age:** 32

**Civil Status:** Single

**Religion:** Roman Catholic

**Height:** 5’5”

**Weight:** 130 lbs

**Language:** Filipino, English, Arabic (Little) Bicol

**EDUCATIONAL BACKGROUND**

**Primary: Tabaco South Central Elementary School**

 Tabaco City, Bicol Philippines

 1993-1999

**Secondary: Tabaco National High School**

 Tabaco City, Bicol Philippines

 1999-2003

**Tertiary:**  **Aquinas University of Legaspi**

 Legaspi City, Bicol Philippines

 **Bachelor of Science in Business Administration**

 Major in **Management**

 2003-2007