

## **2021 to 2023**

## **SALES EXECUTIVE**

ROYAL GROUP- ROYAL FURNITURE, UAE

• Entering customer data and order in the computer system

• Manage purchasing orders for incoming equipment, services, and supplies

• Ensure high levels of customer satisfaction through excellent sales service

• Assess customers needs and provide assistance and information on product features

• Welcome customers to the store and answer their queries

• Follow and achieve store sales goals on a monthly, quarterly and yearly basis

• Go the extra mile” to drive sales

• Actively seek out customers in store

• Remain knowledgeable on products offered and discuss available options

Profile

Experience

**Well organized, creative, and proven sales professional. Experience working with and across sales teams and well as external clients and agencies on creative, editorial, strategic, and tactical levels. Significant negotiation experience. Track record of delivering unique and effective content.**

Contact

# ADDRESS

HAMED CENTER BLDG. ELEKTRA STREET ABU DHABI

# MOBILE NUMBER

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MANUELITOGORRES

* Computer Literate
* Microsoft Office application (excel, word, ppt)
* Data analysis
* Exceptional oral and written communication
* Sales and Customer service
* Technical Skills
* Mathematical/ Technical Solving

Skills

## **2019 to 2021**

## **Stock Coordinator/Sales Executive**

APPAREL GROUP, UAE

• Enter shipping and inventory data in the computer system

• Manage purchasing orders for incoming equipment, services, and supplies

• Remove inventory from shipment delivery trucks. Ensure supplied stocks meet demand

• Prevent overstocking and ordering. Keep track of inventory and supplies that need restocking

• Create and maintain a detailed inventory list of all incoming, outgoing, and current supplies. Prepare inventory for deliveries and shipping.

• Ensure correct inventory is loaded into correct delivery trucks. Track and ensure deliveries are received

• Ensure high levels of customer satisfaction through excellent sales service

• Assess customers needs and provide assistance and information on product features

• Follow and achieve department’s sales goals on a monthly, quarterly and yearly basis

• Maintain in‐stock and presentable condition assigned areas

• Actively seek out customers in store

• Remain knowledgeable on products offered and discuss available options

• Handle returns of merchandise



**-CERTIFIED LOGISTICS AND SUPPLY CHAIN MANAGEMENT- 2023**

**-BEST IN PERFORMED SALES EXECUTIVE- 2022**

Certificates

## **2016 – 2018**

## **TECHNICAL SUPPORT ENGINEER**

GLOBE TELECOMS, PHILIPPINES

• Accept inbound calls and email from client regarding their queries and concern to their issues and provide outbound calls and emails.

• Conduct troubleshooting using different Globe monitoring tools and document every step of the isolation until resolution of the Outage

• Provide timely updates to clients through calls and emails and accepting calls and emails from clients.

• Maintain, monitor, troubleshoot and resolve network issue from client working collaboratively with different Local Carriers, Field Engineer and Support group

• Monitor and provide technical support on corporate telecom services on 24x7 shifting schedule for the different Globe service types (ISDN, Direct Internet, IPVPN, BAX, Frame Relay, etc.)

• Creating Incident reports, fault ticket and closing the fault ticket after the network issue resolve.

**FRITZIE LISETTE GUTIEREZ‐***Business Relationship Manager (Information Professional INC.)—09172410600*

**RICHARD SNOWBALL‐***General Manager (Royal Furniture) –0554152345*

**SARU‐***Floor Manager (Apparel Group) –0552685058*

References

# **Tertiary**

**• Feu Institute of Technology [BS in Electronics and Communications Engineering (2010 – 2015)]‐ Manila Philippines**

**•Mapua Institute of Technology [BS in Electronics and Communications Engineering (2009 – 2010)] ‐ Manila Philippines**

# **Primary‐Secondary**

**•Holy Child Catholic School (1997‐2009) ‐ Manila Philippines**

Education

## **2015 – 2016**

## **WAREHOUE OFFICER/ STOCK CONTROLLER**

## ISETANN DEPARTMENT STORE, PHILIPPINES

• Monitors and maintains current inventory levels; tracks orders and

investigate problems.

• Records purchases, maintain Data Base, performs physical counts of

inventory, and check if the prices from the data base to actual

matches.

• Gather and compiles important document such as purchases orders,

inventory records; perform clerical work assigned.

• Receives, unpack, check, and re‐stocks item if necessary

• Evaluate supplier’s offers and negotiate profitable deals. Oversee

storage products, particularly of fragile items

• Coordinate regular inventory audits

• Compiles stock control records and information, such as

consumption rate, characteristics of items in storage, and current

market conditions, to determine stock supply and need for

replenishment.