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|  |  | Gemalie gutierrez |
| Profile To work in demanding environment where all my skills and efforts to explore and familiar myself in varied fields, and comprehend my potential and add to the growth of organization with inspiring performance. Contact PHONE:  +639452749257  LANDLINE:  8-806-4048  EMAIL:  [gutierrezgemalie@gmail.com](mailto:gemalie_gutierrez@yahoo.com) Skills Good Communications Skills  Knowledgeable in Computer Software (SAP, Oracle NetSuite, Ariba, Microsoft Office, Etc.)  ALWAYS ON TIME  Coordination and Planning |  | EDUCATIONCity of Malabon University 2009 - 2014  Bachelor of Science in Information Technology Navotas National High School 2006 - 2009  Special Science Class WORK EXPERIENCEAbdulsalam Alhammadi Group of Companies , Sales March 8, 2020 – May 25, 2020  Drives sales through engagement of customers, suggestive selling, and sharing product knowledge. MEC Network Corporation, Telco Sales Assistant May 6, 2019– February 23, 2020  In-charge in process of Quotations and Purchase Request using Oracle NetSuite, Purchase Order of client, Petty Cash, Reimbursement and Meeting Schedule. Coordination with other department. Inventory and delivery Monitoring and Coordination. Submit of Weekly reports on sales. Telemarketing and Customer Relations Duty. Maxi Pacific Corporation, Sales Admin March 14, 2017– April 30, 2019  In-charge in process of Sales Order, Collections, Sales Invoice, Delivery Receipts, Counter Receipts. Generates Statement of Accounts of clients. Inventory and delivery Monitoring and Coordination. Submit of Weekly reports on sales. Telemarketing and Customer Relations Duty.  Inventory and delivery Monitoring and Coordination. Submit of Weekly reports on sales. Telemarketing and Customer Relations Duty. Avesco Marketing Corporations, Department Sales Secretary March 14, 2017– April 30, 2019  In-charge in process of Sales Invoice, Delivery Receipt. Inventory and delivery Monitoring and Coordination. Submit of Weekly reports on sales. Telemarketing and Customer Relations Duty. Inventory and delivery Monitoring and Coordination. Submit of Weekly reports on sales. Telemarketing and Customer Relations Duty.  *\*\*\*CHARACTER REFERENCE UPON REQUEST* |