

ALEXANDER GALVE GUENEZ

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Objective:

To obtain a challenging position in a reputable organization where to expand and utilize learning, knowledge, trainings and skills, while making a significant contribution to the success of the company.

WORK EXPERIENCES:

- **Purchasing Officer**
5N's Generic Drugstore
 - August 2019 – December 2022
 - Execute monitoring of stocks and item inventories in order to perform buying to a respective suppliers and dealers. Responsible in analyzing fast moving items for prompt and effective procurement.
- **Sales Executive**
MeriJR Enterprises Incorporated
 - March 2015 – June 2019
Offer medical equipment to particular assigned areas in the NCR. Deal with private hospitals and government hospitals by participating in public bidding. Offer all the range of products that the company has (carry-all). Offer the accessories and consumables of certain equipment.
- **Sales Representative**
Cezelion Trading, Est. (Riyadh, K.S.A.)
 - November 2012 – November 2014
Sell medical products like equipment, consumables & disposable items to various government & private hospitals and clinics kingdom wide. Visit all prospects and clients in order to generate more sales production. Accept daily inquiries, request for quotations and sourcing it from our respective foreign suppliers in order to provide the best offer to customers.
- **Sales Coordinator**
Silya Mesa Atbp Incorporated
 - April 2012 – September 2012
Coordinate with the existing clients to generate more orders. Accepting order & inquiries and searching for the new & potential customers.
- **Secretary**
Anwar Tiba Trading, Est. (Riyadh, K.S.A.)
 - May 2005 – December 2010
Perform some clerical jobs like filing of documents and creating business correspondence. Report directly to the Managing Director. Receive and confirm order of pharmaceuticals & medical products to the designated government hospitals. Receive items from the suppliers. Invoicing and scheduling of deliveries and dispatching.
- **Sales Assistant**
Sim Kim Huat Trading Co. Sdn. Bhd. (Brunei Darussalam)
 - December 15, 2003 – June 28, 2004
Perform store keeping, refilling and displaying of stocks in the supermarket. Attend to customer's needs. Do daily inventories and ordering of items.
- **Computer Operator**
Petron Corporation (Petron Gasul)
 - January 16, 2000 – June 30, 2003
Handle the system in controlling and creating formats for sales and marketing advertisements. Use various software applications in creating promotional strategies of the products and other resale items. Encode (data entry) and clerical jobs as an additional work.

- **Maintenance Man**
Mercury Drug Corporation
 - May 17, 1996 – January 11, 2000
 - Cleaning, mopping of floor, sweeping, dusting of shelves, collecting, segregating and throwing of garbage. Maintaining the accurate function of air-conditioning units and lighting of the branch. Included in daily job routines were store keeping, attending to customer's needs, refilling and displaying of stocks. Cashiering and bagging of items bought by the customers. Well versed in Point-of-Sales (POS) and credit card transactions.
- **Data Entry Operator**
Zuellig Pharma Corporation
 - September 5, 1995 – January 15, 1996 (On-the-Job Training)
Collecting data information provided by the medical representatives. Encode the data in the system to process and generate monthly reports.
- **Encoder**
IMS Pacific Limited
 - March 21 – July 1, 1994 (Summer Job)
Collect data from Taiwan Medical Report & Prescriptions to be coded in a summary sheet. Then, it will be encoded in a database program to generate reports.

TRAINING & SEMINAR ATTENDED:

- **Basic Safety Course with Personal Safety & Social Responsibilities (BSC w/PSSR)**
Magsaysay Training Center, 6/F Times Plaza Bldg. U.N. Ave. cor. Taft Ave. Manila July 27 – August 4, 2004
- **Service Excellence Seminar**
Mercury Group of Companies, Inc., St. Michael's Retreat House, Antipolo City
May 20 – 24, 1996

SKILLS:

- **Driving motorcycle, sedan cars, SUV and pick-up trucks**
- **Computer literate (knowledge in computer operations and MS Office)**
- **Troubleshooting**

EDUCATIONAL ATTAINMENT:

- Secondary: **Marikina High School
1985 – 1989**
- Associate Degree **Computer Programming in Business System
Major in COBOL Programming
STI College (formerly Systems Technology Institute)
1993 – 1995**
- College: **B.S, Chemical Engineering
Technological Institute of the Philippine
1989 – 1993 (3rd Year)**

I hereby certify that the above information are true & correct to the best of my knowledge and belief.

Mr. Alexander G. Gueñez

Applicant