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Present Address:

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Permanent Address:

BLOCK 1, LOT 12, PHASE 2, TOWNSVILLE SUBDIVISION
SAN ROQUE, ZAMBOANGA CITY 7000, Zamboanga del Sur,
Philippines

Basic Information

Age 28	Birth Date Jan 08, 1995	Gender Male	Civil Status Single
Height (cm) 165	Weight (kg) 64	Nationality Filipino	Religion Islam

Work Experience

I have been working for 9.6 years

Jan 2022 - PRESENT
(1 Year, 4 Months)

Sales Manager

Overruns Zamboanga

Apparel

Zone 4, governor Lim Avenue, Zamboanga city

Maintains staff by recruiting, selecting, orienting, and training employees. Ensures a safe, secure, and legal work environment. Develops personal growth opportunities. Accomplishes staff results by communicating job expectations; planning, monitoring, and appraising job results.

Supervised and delegated tasks to employees to meet key productivity targets.

Achieved management objectives, consistently hitting deadlines and performance targets.

Managed calendar to schedule employee shifts, maintaining organised operations and complete staff.

Listened to team members' feedback and proactively addressed concerns.

Employed outstanding communication and relationship-building abilities to lead by example in providing first-class customer care.

Monitored staff performance, continually seeking ways to improve team delivery for optimised financial success.

Used excellent problem-solving and issue-resolution strategies to rectify difficulties quickly and effectively.

Maintained positive, professional working environment to optimise staff and customer satisfaction.

Sep 2018 - Feb 2021
(2 Years, 5 Months)

Micro Finance Officer

ASA Philippines foundation Inc.
Banking and Financial Services
Pasig city

Coordinate and execute financial transactions and activities, such as bill payment, invoicing, payroll, etc. Assist in the audit process by providing information and data as requested. Complete administrative tasks, such as filling out paperwork and filing records.

Identified financial data discrepancies, investigated causes and proposed solutions.

Collated, prepared and interpreted reports, budgets, accounts and financial statements to assist senior management decision-making.

Maintained and updated fiscal calendar for audit schedule, tax reporting and other reporting deadlines.

Updated company financial policies and procedures to enhance internal control over accounting and other management systems.

Kept up-to-date with changes in financial regulations and legislation that may impact company or future financial decision-making.

Coordinated smooth operation of monthly payroll, facilitating timely employee payments.

Prepared management accounts and budget-holder reports, identifying significant trends and variances.

Used Sage accounting to process invoices and create purchase orders.

Closely monitored budgets to avoid overspending.

Managed and independently completed company payrolls, invoices, VAT and other expenses.

Conducted financial audits on company matters to determine areas for cost reduction and opportunities for financial growth.

Created reports on financials and forecasts using Excel and PowerPoint.

Helped management prepare, review and implement financial policies [Timeframe], designed to reduce costs and improve financial operations.

Created weekly, monthly and yearly budget reports for [Job title] to assess money allocations and cost cuts required.

Dec 2014 - May 2018
(3 Years, 5 Months)

Salesman/Manager

MPAC Tactical Gear

Apparel

San jose gusu zamboanga city

Manage transactions with customers using cash registers, Scan goods and ensure pricing is accurate, Collect payments whether in cash or credit, Cross-sell products and introduce new ones, Resolve customer complaints, guide them and provide relevant information, Maintain clean and tidy checkout areas

Maintained friendly and professional customer interactions.

Monitored sales team performance and provided training to help reach targets.

Boosted team morale and overall sales volume by creating incentivising sales contests.

Increased profitability by developing pipelines utilising multiple marketing channels and sales strategies.

Created and directed sales training and development courses to enhance team skills and performance.

Profiled, targeted and prospected territory within and beyond existing customer base to expand reach and revenue.

Managed relationship building between company and high-paying clients, completing regular visits and providing loyalty discounts.

Negotiated with vendors to provide cost-friendly contracts.

Conducted interviews and hired ideal candidates to complement workforce.

Strengthened profit opportunities by managing time and resources to meet sales objectives.

Created incentivising sales contests to boost team morale.

Conducted regular visits and provided loyalty discounts to increase client retention.

Created surveys to gather customer feedback and inform sales strategies.

Exceeded specific team goals and resolved issues, partnering with upper management team to share and implement continuous improvements.

Generated monthly and annual sales reports to determine growth and areas requiring improvement.

Planned and executed promotional in store events to increase business and sales revenues.

Mentored employees in successful selling techniques and encouraged cross-selling additional products and services.

Resolved complaints by exchanging merchandise, refunding money and adjusting bills to achieve customer retention.

Liaised with potential customers to determine needs and provide recommendations.

Retained existing customers and substantially grew customer base, product line and sales volume.

Educated customers on available processes and services to increase sales.

Created professional sales presentations to creatively communicate product quality and market comparisons.

Sep 2012 - Nov 2014
(2 Years, 2 Months)

WAITER

Aisha Food House

Food & Beverage / Catering / Restaurant

Canelar zamboanga city

- Greet customers and hand out menus.
- Take meal and beverage orders from customers and place these orders in the kitchen.
- Make menu recommendations and inform patrons of any specials.
- Deliver meals and beverages to tables when they have been prepared.

Educational Attainment

Jun 2014 - Aug 2016

Caddnet Computer Technologies Institute Inc.

Vocational Diploma / Short Course Certificate

COMPUTER AIDED DRAFTING AND DESIGN TECHNOLOGY

Jul 2012 - Apr 2014

STI COLLEGE ZAMBOANGA

College Level (Undergraduate)

BSIT

Government Documents

Passport

ID Number: P2914231C

Place of Issue: dfa zamboanga

Date of Expiration: Jan 12, 2033

NBI Clearance

ID Number: S550AAHR59-R91681708

Date of Expiration: Apr 13, 2023