




Manilyn R. Ratonel

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 December 7, 1992

OBJECTIVE

Seeking a sales job that offers a vibrant workplace where I can use my sales experience and proven customer-relationship strengths to achieve challenging sales goals. A position wherein my administrative experiences and communication abilities will be useful in fostering the growth of the organization.

EDUCATION

ACTS COMPUTER COLLEGE

2009-2013

Bachelor of Science in Business

Administration Major in Management with Computer Application (Position Paper: An Assessment on the Marketing Strategies Implemented by the Selected Handicraft Stores in Paete, Laguna)

POTEN & ELISEO QUESADA MEMORIAL NATIONAL HIGH SCHOOL

2005-2009

EXPERIENCE

July 2013-December 2013

Production Operator • Transitions Optical Philippines Inc.

- Operated machines • Prepared documents needed in production line

September 2014-Present

Sales Staff • Fujitsu Die-Tech Corp. of the Philippines

- Responsible in preparing, sending and follow-up status of quotations
- Preparing of delivery documents such as sales invoice, delivery receipt, proforma invoice, packing list and other sales related documents and records
- Receiving Purchase Orders and inputting new orders in System
- Coordinates with responsible areas with regards to deliveries
- Coordinates with Customer regarding their concerns and suggestions
- Distribute and collect customer survey form, and prepare reports
- Monitor Sales target and Sales Output
- Prepare Sales reports in a weekly and monthly basis

SKILLS

- Experiences in sales and administrative positions.
- Proficient in Microsoft Office (Word, Excel [especially in excel formulas], Power Point, and Outlook).
- High energy, dynamic and a quick learner.
- Well-trained in handling documents.
- Well-trained in preparing sales reports.
- Can perform duties/tasks assigned by her superiors in support of the goals and objectives of the business.

SEMINARS ATTENDED

ACTS Computer College | Sta. Cruz, Laguna • September 04, 2010
Personality Development

ACTS Computer College | Sta. Cruz, Laguna • October 22, 2011
Solid Waste Management through Vermicomposting Technology

ACTS Computer College | Sta. Cruz, Laguna • Feb. 09, 2012 & Mar. 02, 2013
ACTS 1st & 2nd BEST (Business, Entrepreneur, Synergies Symposium Thrust of a Sustainable Economy)

Philippine Trade Training Center | Pasay, Manila • November 10, 2015
Quality Customer Service

Fujitsu Die-Tech Corp. of the Phils. | Biñan, Laguna • December 16, 2015
Developing and Controlling QMS Documents and Records / DC Toolbox Awareness

REFERENCES

Mr. Carlo Micoso

Sales Asst. Supervisor • Fujitsu Die-Tech Corp. of the Philippines
0956-560-0592

Ms. Ma. Angelica Martinez

Sales Analyst • SunPower Philippines
0929-493-5720

Rev. Christian Fer Ibañez

Parish Priest • Iglesia Filipina Independiente (IFI)
0930-285-6426