

Full Name: **ARNEL MANAHAN TIMOG**
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OBJECTIVE:

- To obtain a challenging leadership position within a growing company and to apply creative problem solving and lean management skills to achieve optimum utilization of its available resources to achieve maximum profits
- To develop my professional career in an executive level management position.
- I am currently looking for a full time position in a working environment that offers greater challenges, increased benefits and the opportunity to help the company advance by being efficient and productive

SUMMARY OF QUALIFICATIONS:

- Detail-oriented and resourceful in the completion of projects with the ability to multitask effectively and to work in a fast paced environment meeting strict deadlines
- Excellent interpersonal skills, confident and poised in interactions with individuals at all levels readily developing rapport with clients and colleagues
- Organized individual with exceptional follow through abilities
- Dedicated individual, achieving a reputation for consistently going beyond what is required
- Good planner, organized, critical thinker and creative mind-set used for decision making
- Problem analysis, use of judgment and ability to solve problems efficiently
- Business developer with high-end customer services, attention to detail, self-sufficient and proactive
- Professional public speaker and presentation experience
- Ability to train and supervise subordinates
- Tolerant and flexible to different situations

WORK AND OTHER RELATED EXPERIENCES:

Employer: **Century Properties, Inc.**
Employment Period: **February 2011 to present**
Duties and Responsibilities:

- **Junior Director of Sales for Local and International Market**
 - ✓ Obtain in-depth understanding of client's preferences and requirements when investing in real estate properties

- ✓ Provide clients with relevant information such as project descriptions, developments, investment yield, rental yield and project location
- ✓ Preparation and overseeing of documents such as buyer information sheet, schedule of payments and reservation agreement forms
- ✓ Facilitates closing of deals
- ✓ Creation of marketing plans and sales target for the group in local and international road shows
- ✓ Act as an intermediary in negotiations between buyers and sellers, generally representing one or the other
- ✓ Promote sales of properties through advertisements, open houses, and participation in multiple listing services
- ✓ Compare a property with similar properties that have recently sold in order to determine its competitive market price
- ✓ Coordinate appointments to show homes to prospective buyers
- ✓ Answer clients' questions regarding construction work, financing, maintenance, repairs, and appraisals
- ✓ Inspect condition of premises, and arrange for necessary maintenance or notify owners of maintenance needs
- ✓ Accompany buyers during visits to and inspections of property, advising them on the suitability and value of the homes they are visiting
- ✓ Arrange meetings between buyers and sellers when details of transactions need to be negotiated
- ✓ Advise clients on market conditions, prices, mortgages, legal requirements and related matters
- ✓ Evaluate mortgage options to help clients obtain financing at the best prevailing rates and terms
- ✓ Review property listings, trade journals, and relevant literature, and attend conventions, seminars, and staff and association meetings in order to remain knowledgeable about real estate markets

Employer: **Pier One Restaurant Bar & Grill**

Employment Period: **January 2008 to December 2010**

Duties and Responsibilities:

- **Part Owner / Operations and Marketing Manager**

- ✓ Oversee daily operations
- ✓ Organizing the use of materials and employee resources
- ✓ Responsible for generally managing the facility
- ✓ Ensure that all materials used in food preparation and serving are working properly
- ✓ Recommend and approved purchases on equipment to be utilized in the operations
- ✓ Play an active role in marketing the restaurant and devising promotional programs
- ✓ Create and handle events with different party packages suitable for the client's requirement
- ✓ Interact with customers and vendors and ensure that their needs are met in a timely and satisfactory manner
- ✓ Managing inventory and keeping financial records of purchases and sales and work with the human resources department to train, develop, hire and evaluate employees' performance

Employer: **Speedex International**
Employment Period: **April 1998 to 2001**
Duties and Responsibilities:

- **Account Executive**

- ✓ Responsible for bringing sales for all services & products such as Warehousing, Local Distribution, Air Freight, Sea Freight and Road Transportation business.
- ✓ Dedicated Sales performance against assigned target
- ✓ Develop the new clients and retain the existing clients
- ✓ Respond to incoming queries and ensures the resolution of service
- ✓ Prepare and attend client meetings
- ✓ Be well aware of the local market in the Shipping areas.
- ✓ Have good know-how of the service providers and customers
- ✓ Prepare business plan and formulate sales strategies to achieve sales results and develop new business opportunities

EDUCATION:

College Level: **Dr. Carlos S. Lanting College (Quezon City, Philippines)**
Bachelor of Science in Nursing
March 2004

Secondary Education: **Paco Catholic School (Manila, Philippines)**
March 1992

PERSONAL INFORMATION:

Age: 38
Date of Birth: July 26, 1975
Passport No.: EB0386178

REFERENCES : Available upon request