

Oscar Mario A

Colombia

Applied through AIESEC in ROSARIO, Colombia.

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PROFESSIONAL EXPERIENCE

Sales Representative

**Beca International SAS** Sep 2018 - Present Colombia

Activity of the company: Beca International or Kaire Joyas is a company dedicated to the design, manufacture, import and wholesale of jewelry. Distribution nationally and internationally.  
Duties:  
Advise clients and their needs.  
Maintain a constant search for new clients and markets nationally and internationally.  
Perform constant investigations about the market.  
Takes charge over the collection of portfolio acquired.  
Comply with the goals established for the budget.  
Maintain relations with the client, achieving permanent loyalty.  
Inventory management.

Administrative Support Service Provider in Management Resources

**Empresas publicas de Armenia ESP** Jan 2018 - May 2018  
Colombia

Activity of the company: Public sector; water, sewer and toilet of the municipality.  
Duties:  
Provide support in market studies, preparation of previous studies  
Supervision of contracts  
Support in administrative tasks  
Preparation, analysis, traceability and reports of indicators  
Budget analysis and projection

Warehouse manager

**Mirador del Quindio SAS** Mar 2016 - Oct 2017 Colombia

Activity of the company: local construction and civil work.  
Duties:  
Distribution and logistics of construction material and heavy machinery.  
Orders requisitions.  
Inventory Excel.  
Kardex on rental gear Excel.  
Construction book handling Excel.  
Make quotes and orders.  
Payroll.  
Hiring.

Warehouse manager

**Senior's Plaza Armenia SAS** Aug 2015 - Mar 2016 Colombia

Activity of the company: domestic and national construction and civil work.  
Duties:  
Distribution and logistics of construction material and heavy machinery.  
Orders requisitions.  
Inventory Excel.  
Kardex on rental gear Excel.  
Construction book handling Excel.  
Make quotes and orders.  
Payroll.  
Hiring.

SUMMARY

I am an active person, collaborative, I like to work in a team, I have a great work experience despite my young age, I learn fast and I want to grow professionally

LANGUAGES

Spanish	Native
English	Intermediate

SKILLS

- Expert
- + Negotiation
  - + Empowerment of others
  - + Salesforce
  - + Solution Orientation
  - + Self-Confidence
  - + Work Ethic
  - + Relationship Management
  - + Adaptability
  - + Handling Pressure
  - + Collaboration
  - + Client servicing
  - + Microsoft Powerpoint
  - + Critical Thinking
- Advanced
- + Coaching
  - + Social Media Management
  - + Data Analysis
  - + Controlling
  - + Data Analytics
  - + Self Awareness
  - + Windows
  - + Problem Solving
  - + Windows PC usage
  - + Content Marketing
  - + Internet usage
  - + Business Intelligence
  - + Computer
  - + Sales
  - + Market Research

Sales Executive

Mirador del Quindio SAS Jun 2015 - Jun 2015 Colombia

Activity of the company: local construction and civil work.  
Duties:  
Promoting the Project and implementing open houses at site location.  
Formal quoting during real state fairs.  
Potential clients follow up and sales closure

Consultancy

Promotora Senior SAS May 2015 - May 2015 Colombia

Activity of the company: Seniors condos administration nationwide  
Duties:  
Market research activities to determine potential expansion territories in order to internationalize the product according to the companys business target.

Administrative assistant

Andali Inversiones SAS Feb 2015 - Aug 2015 Colombia

Activity of the company: Investing Company specialized in the technological and construction field. (apps development Gyffu-Festa-).  
Duties:  
Market research activities in order to determine the most efficient businesses included in the mall construction and development.  
Payroll and suppliers administration.  
Quoting and comparative charts  
Hiring and social security.  
Filing.  
Rental and trading.

Retail Manager

ARESCCELL Oct 2012 - Dec 2014 Colombia

Activity of the company: Merchandising of technological accessories .  
Duties:  
Retail management of the shop.  
Community Manager (web and fan page).  
Sales  
Inventory specialized software.  
Purchase orders.  
Marketing reseach.

ACADEMIC EXPERIENCE

Institucion Universitaria EAM Jan 2015 - May 2016 Colombia

International Trade, Logistics, Marketing

Institucion Universitaria EAM Jan 2012 - Nov 2014 Colombia

Business administration, Human Resources, Marketing

Institucion Universitaria EAM Jan 2012 - Oct 2016 Colombia

Accounting, Business administration, Economics, Entrepreneurship, Human Resources, Logistics, Marketing

- + Creativity
- + Microsoft Excel
- + Microsoft Word
- + Personal skills and knowledge
- + Presentation skills
- + Leadership
- + Hiring
- + Recruiting
- + Dropbox
- + Research
- + Time Management
- + Technical Support
- + Team Management
- + SAP

Intermediate

- + Artificial Intelligence
- + MS DOS
- + Human Resources
- + Project Management
- + Digital Marketing
- + Organisational Management
- + Microsoft Dynamics
- + Sharepoint