

# Almanzor Sáez

## Sales & Business Development Specialist

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### SUMMARY

A fast learner with confident, independent work skills, I thrive both solo and in team environments. Punctual and people-oriented, my persistent nature ensures I tackle challenges head-on while fostering strong connections with others.

### EXPERIENCE

#### **Sleek Tech Pte Ltd, Singapore** - *Senior Sales Executive*

JUL 2022 - SEP 2023

- Promoting of Company's services: Incorporation, Address, Corporate Secretary, Nominee Director, Accounting and Employment Pass application.
- Attending sales meetings vía phone, video or physically in the office based on the customer's needs and requirements.
- Handling new leads generated from SEO, Paid Ads, Referrals and events. Conducting a pre-qualification when required and inviting them to a sales meeting.
- Daily updates and ongoing of CRM (Hubspot), tasks and follow-up until the customer is disqualified or closed as a new customer.

#### **Expat Insurance Pte Ltd, Singapore** - *Private Client Advisor*

JUL 2020 - JUL 2022

- Renewal of International Health Insurance policies.
- Advising customers on policy's changes, premiums and providing quotations with alternatives if necessary.
- Sale of International Health Insurance to referrals/leads provided by existing customers.
- Throughout the policy-year, provide customer with assistance when needed on policy details, addition of dependents, submission of claims, etc...
- Specialised in Health and other general insurance policies: Travel, Motor, Home.
- Handling a large majority of the Spanish-speaking portfolio.

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**Pacific Prime Insurance Brokers Pte Ltd, Singapore - Sales Executive**

SEP 2018 - FEB 2019

- Sale of International Health Insurance to leads provided by the Company, especially Spanish speaking clients.
- Advice from a wide range of options and providers the best solution based on client needs and priorities.
- Specialised in Health and other general insurance policies.
- 90% Office-Admin tasks (CRM clients base) / 10% visit clients as when required.

**LafargeHolcim Pte Ltd, Singapore - Trading Operations Manager**

SEP 2016 - SEP 2018

- Managing all trading operations for Europe/East Africa, within the operations department in close coordination with the Trading Team/supplier/customer/agent/broker related to export and shipping.
- Updating trade shipment's data in the logistics CRM.
- Execution of laytime calculations,
- Issuing letter of credit and document presentation for customers/banks for negotiation.
- Collection and structure market data, as well as planning/scheduling for customers.

**Pacific Prime Insurance Brokers Pte Ltd, Singapore - Sales Executive**

AUG 2014 - SEP 2016

- Sale of International Health Insurance to leads provided by the Company, especially Spanish speaking clients.
- Advice from a wide range of options and providers the best solution based on client needs and priorities.
- Specialised in Health and other general insurance policies.
- 90% Office-Admin tasks (CRM clients base) / 10% visit clients as when required.

**Powerplus Group Pte Ltd, Singapore - Sales Manager**

SEP 2012 - JUL 2014

- Participating actively in the business development plans of the Company by promoting heavy machinery among dealers and end users in Latin American countries (Spanish speaking), as well
- Handling accounts of numerous countries/clients, among them Ethiopia, Indonesia and the Middle East.
- Hosting in Singapore international clients
- visiting the Headquarters office.
- In-person negotiations.

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### **Biomax Technologies Pte Ltd, Singapore** - *Business Dev. Executive*

SEP 2011 - SEP 2012

- Research and sourcing of prospects (Spanish speaking countries: Chile, Guatemala and Bolivia) to promote and market the product of the company.
- This job required a substantial amount of research for new prospects and background.
- Arranging the necessary to appoint agents/distributors in the assigned markets.
- From a preliminary research to further negotiations, providing with relevant information, ROI projection, enquiries, documents, quotations, etc.
- Arranging visit of international clients to Singapore. Visit to production plants for demonstration.

### **Moleac Pte Ltd, Singapore** - *Customer Care Executive*

SEP 2010 - SEP 2011

- Handling enquiries from international clients (Spanish speaking countries) about the product of the Company which was a medicine for survivors of a stroke.
- Solve queries about components, side effects, compatibility, etc.
- The job was performed mostly by e-mail and over the phone equally.
- Following-up with interested clients, with me the main purpose of closing the sale.
- CRM handling.

### **SBT Co. Pte Ltd, Singapore** - *Assistant Manager*

AUG 2014 - SEP 2016

- Started in August 2007 as a Sales Executive for South America Region, handling all the related matters in the management of customers accounts from first contact, offering our stock cars, advise on price, market price, shipment arrangement, payment of deposit and balance, sending documents after full payment received.
- I had the chance to travel to Japan, to the Head Office to receive training course of Japanese Used Cars Auctions, General “Know How” of company as a well known exporter of used cars and, overall, to know in dept the daily basis of such industry.
- As a result of my good performance and my attitude among my colleagues I was promoted several times; within the local office and globally. These have been good challenges to prove my leadership, training and sales skills.
- Leading the Sales Team in Singapore office supervising their performance, giving support for the growing of sales.

- Recruiting Sales Staff.
- Training; Giving all the necessary training to the new staff joining the Sales Team: from internal structure of the Company, basic trade terms, documentation, database of the company (MS Access), Sales Techniques, Japan used cars auctions (web), calculating of Market Price, phone calls, and business etiquette.
- As a result of my good performance in sales of Singapore Cars, I was appointed as a Team Leader to promote the sale of Singapore cars to our existing international customers.
- Project Manager: Responsible of a team of 4 members based in Peru and Chile offices. To provide them enough support and guidance in order to improve their performance in sales.

## EDUCATION

**IES Sixto Marco, Elche (Spain) - Técnico Superior Secretariado**

1999 - 2001

**IES Sixto Marco, Elche (Spain) - Técnico Especialista Administrativo**

1996 - 1999

**EP Salesianos, Elche (Spain) - Técnico Auxiliar Administrativa**

1994 - 1996

## OTHER QUALIFICATIONS

**Singapore College of Insurance, Singapore - M5**

2010

*Rules and Regulations for Financial Advisory Services*

**Singapore College of Insurance, Singapore - M9**

2010

*Life Insurance and Investment-Linked Policies*

**Singapore College of Insurance, Singapore - H1**

2010

*Health Insurance*

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**Singapore College of Insurance, Singapore - BCP**

2010

*Basic Insurance Knowledge and Principles*

**Singapore College of Insurance, Singapore - PGI**

2010

*Personal General Insurance*

**Singapore College of Insurance, Singapore - ComGI**

2014

*Commercial General Insurance*

## **LANGUAGES**

**SPANISH**, native written and spoken.

**ENGLISH**, business level written and spoken.