

ERICK COLOMA NANIP

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SUMMARY:

Skilled in coordinating sales efforts for building strong relationships and fostering team collaboration. Highly adaptable, able to manage multiple tasks while maintaining attention to detail and ensuring smooth communication. Proven track record in supporting sales teams, enhancing processes, and delivering exceptional service to clients.

EXPERIENCE:

08/2024 to Present

Sales & Commercial Officer

HETCO Freight Co. WLL – Galali, Bahrain

- Used logistics systems to record cargo status, shipping activities and transactions for audit and consignment tracking purposes.
- Built positive relationships with haulers and suppliers to enhance smooth-running business logistics.
- Monitor shipment progress, provided updates to clients, and addressed any delays or issues promptly.
- Develop and maintain strong relationships with clients, understanding their specific freight forwarding needs.
- Prioritize and organize work orders and tasks to meet rigid project deadlines.
- Schedule transportation of outgoing goods to meet customer requirements.
- Implement a tracking system for outgoing and incoming shipments to improve transparency and efficiency.
- Kept communications regular with internal and external customers, updating them on matters including timeframes and order status.
- Develop relationships with suppliers and transport companies to negotiate better rates and services.
- Organize and maintain logistics schedules, ensuring timely delivery of goods to various destinations.
- Resolve delivery discrepancies and customer complaints, maintaining high levels of customer satisfaction.
- Prepare detailed reports on logistics operations, including costs, timelines, and delivery outcomes.

02/2016 to 08/2024

Team Leader – Procurement / Sales / Supply Chain

SIMPLE SOLUTIONS TRADING INDUSTRIAL SERVICES – Dammam, Saudi Arabia

- Identifying business requirements and finding reliable suppliers.
- Negotiating prices, quality, and delivery terms.
- Making orders and contracts.
- Coordinating delivery and storage operations.
- Maintaining positive supplier relations and accurate records.
- Analyzing market and supply options.
- Enforcing procurement regulations and policies.

- Monitoring and evaluating team performance and spending patterns.
- Acquiring goods, equipment, materials based on the details, specifications & technical information required by the Customers (end users).
- Reviewing requisition orders to verify terminology and specifications
- Preparing Quotation for Customers request based on required specification.
- Prepare, maintain and review Purchasing Files and Reports
- Compare prices, specifications, and delivery dates in order to determine the best bid among potential suppliers (Research and selection of the best Supplier. Price negotiation)
- Check shipments when they arrive to ensure that orders have been filled correctly and then goods/materials meet required specification
- Locate suppliers using sources, such as catalogues and internet
- Responsible for placing P&A orders according to the corporate guidelines and Light speed buying guide.
- Prepare International & Local Purchase Orders.
- Prepare incitation of bid forms, and mail forms to supplier firms or distribute forms for public posting.
- Rich experience in handling the entire procurement cycle and contributed towards growth.

01/2012 to 02/2016

Sales Representative (Spare Parts)

HONDA MOTORISTA MOTORS – Cabanatuan City, Nueva Ecija, Philippines

- Monitor daily basis sales of fast moving and not moving parts.
- Checking available stock at least last for 1 month
- Safe keeping of parts warehouse for unauthorized personnel.
- Conducting Spare parts Inventory quarterly to determine missing items and discrepancies.
- Ordered, tracked and inventoried tools, parts and materials used for corrective and preventative while operating within a budget.
- Conducted periodic analysis of current spare parts rooms and service van inventory levels to determine parts actually needed.
- Cut time necessary to file claims from over a week to a maximum of two days and decrease loss and shrinkage by minimizing return process.
- Reduced inflated inventory costs and decreased obsolescence by establishing ongoing inventory counts.
- Minimized net cost of wholesale business and increased deliveries by instituting fair delivery fee which was split between the company and subcontracted drivers.
- Creating sales reports and audit reports.
- Assist customer for parts needs and concern.
- Prepare market displays for new parts and apparels.
- Manage to create parts, promotions and advertisements.

10/2011 to 12/2011

Assistant Sales Associate

ROYCE MOTORCYCLE TRADE CORPORATION – Guimba, Nueva Ecija, Philippines

- Assist walk-in customers for inquiries and concerns.
- Interview and initial background checking customer/ applicant wants to avail the product.
- Market advertising and displays for product promotion.
- Supporting Company agents for more sales and income.
- Conduct monthly sales and application reports
- Conduct Monthly product inventory for any discrepancies.

- Calling applicants to follow up pending applications & verifying active and non-active applications.
- Assist credit investigators in applicant's background to conduct final credit check.
- Verifying active and non-active company agents.

SKILLS:

- Client relationship management
- Logistics coordination
- Procurement policies
- Customer Service
- Effective communication
- Logistics management
- Track and trace management
- Negotiation and communication
- Transportation management
- Excel proficiency
- Microsoft office suite familiarity

EDUCATION:

2011 Bachelor of Science and Business Administration

Degree: Human Resources Management
Eduardo L. Joson Memorial College
Palayan City, Nueva Ecija, Philippines

2007 Dr. Ramon De Santos National High School

Cuyapo, Nueva Ecija, Philippines

2003 Narvacan 2 Elementary School

Guimba Nueva Ecija, Philippines

LANGUAGES:

English: Intermediate

Arabic: Beginner

DRIVING LICENSE:

Private Saloon – Valid

Expiry Date: 03/03/2030

REFERENCE AVAILABLE ON REQUEST