

Roderick del Rosario Paje
Flat 2 bldg. 192 blk. 321 rd. 707
Gudaibiya, Bahrain
Mobile : +973 38995814
CPR : 740249053
E-mail address: rodpage@yahoo.com



OBJECTIVE

I am currently looking for a full-time position in an environment that offers a greater challenge, increased benefits for my family, and the opportunity to help the company advance efficiently and productively

EDUCATIONAL ATTAINMENT

2004-2005	Vocational	ASIAN CARE GIVING TECHNOLOGY
1991-1995	Tertiary	CENTRO ESCOLAR UNIVERSITY, PHILS
<u>MAJOR IN MARKETING</u>		
1987-1991	Secondary	ARELLANO UNIVERSITY, MANILA
1981-1987	Primary	PATEROS CATHOLIC SCHOOL

JOB DESCRIPTION

POSITION: SALES MANAGER

COMPANY: ECE Group

YEAR: August 2018 – Present

- Build and promote strong, long-lasting customer relationships by partnering with them and understanding their needs
- Tracking sales goals and reporting results as necessary.
- Coordinating with General Manager for marketing on lead generation.
- Promoting the organization and products.
- Understand our ideal customers and how they relate to our products.
- Present sales, revenue and expenses reports and realistic forecasts to the management team
- Identify emerging markets and market shifts while being fully aware of new products and competition status
- Handles all marketing and advert creation on SocMed

POSITION: SALES MANAGER

COMPANY: Inma Technical

YEAR: May 2017 – July 2018

- Sales planning
- Build and promote strong, long-lasting customer relationships by partnering with them and understanding their needs
- Marketing planning – creating marketing/brand awareness, creation of adverts
- Social Media marketing
- Developing your sales team through motivation, counseling and product knowledge education.
- Market research and study

- Formulation of strategy & distribution channel analysis and development of our businesses
- Handles all marketing and advert creation on SocMed

POSITION: SALES MANAGER

COMPANY: UNITED SUPPLIES COMPANY

YEAR: November 2015 – May 2017

- Established the kitchen supplies department
- Build and promote strong, long-lasting customer relationships by partnering with them and understanding their needs
- Staff training
- Maintains sales volume, product mix, and selling price by keeping current with supply and demand, changing trends, economic indicators, and competitors.
- Social Media marketer
- Dealing with suppliers - Purchasing
- Sales planning
- Market research and study
- Establishes and adjusts selling prices by monitoring costs, competition, and supply and demand

POSITION: SALES EXECUTIVE

COMPANY: K HOME & KITCHEN

YEAR: January 2014 – November 2015

- Sales and marketing planning
- Market research and study
- Social Media marketer
- Formulation of strategy & distribution channel analysis and development of our businesses

POSITION: ASSISTANT SALES MANAGER

COMPANY: AL NAMAL HOLDINGS, BEST WESTERN THE OLIVE AND AL MUROOJ HOTEL – Manama, Kingdom of Bahrain

YEAR: July 2013 – January 2014

- Sales and marketing planning
- Market research and study
- Formulation of strategy & distribution channel analysis and development of our businesses
- Looking for prospected clients

POSITION: ASSISTANT SALES MANAGER

COMPANY: AL RAYA SUITES HOTEL – Manama, Kingdom of Bahrain

YEAR: January 2013 – June 2013

- Sales and marketing planning
- Market research and study
- Formulation of strategy & distribution channel analysis and development of our businesses
- Looking for prospected clients

POSITION: CLIENT ACCOUNT ADMINISTRATOR

COMPANY: PRICEWATERHOUSECOOPERS BAHRAIN – Manama, Kingdom of Bahrain

YEAR: November 2010 – December 2012

- Files and record keeping in-charge
- Developing and maintaining client relationships.
- Handles all printing requirements (stationeries, banners, business cards) liaise with suppliers
- Report writing
- Offers a broad range of quality assurance services from support and advisory group.
- Formatting of Proposals, presentations, Financial Statements, cost checking and cost casting
- Creation of new client profile and new job codes in iPower/Client stream
- Invoicing and payment follow ups to clients.
- Seminar & conference hall, Hotel & flight booking
- Visa coordination
- Calendar management for two partners

POSITION: SALES MANAGER/EVENTS MANAGER

COMPANY: ROZANA EVENTS MANAGEMENT – Manama, Kingdom of Bahrain

Year: September 2008 – October 2010

- Creating team building programs for clients
- Corporate branding
- MICE Management
- Market and technology research
- Dealing with hotels for events and room bookings
- New product development planning and management
- Marketing and advertising and promotion planning
- Launch and implementation
- Recruitment, motivation, training and development staffing responsibilities
- Appropriate Administration, budgeting, monitoring, reporting, communication and liaison.

POSITION: OFFICE MANAGER

COMPANY: Al FARAJ CONSULTING W.L L – Manama, Kingdom of Bahrain

YEAR: January 2007 – September 2008

- Developing and maintaining client relationships.
- Data entry and report writing
- Screens, assists and/or refers visitors and callers in a professional way
- Handles all the VISA issuance, CPR renewal, LMRA and GOSI for all staff,
- Accounts entries, creating sales invoices and LPO's,
- Assistant of the Managing Director,
- flight booking, preparing check payments for suppliers.

POSITION: BUSINESS DEVELOPMENT EXECUTIVE

COMPANY: CINTRÉE MANAGEMENT SERVICES INC. Makati, Philippines

YEAR: December 2003 – November 2006

Business Development Support

- Assists in the Market and technology research of the competitors of our pawnshop and affiliates (includes Mystery Shopping)
- Assists in the formulation of strategy & distribution channel analysis and development of our businesses
- Assists in the launching and implementation of new products and promotions of our company.
- Assists in the administration, budgeting, monitoring, reporting, communication and liaison.
- Involves in the research and development of the company
- Screens, assists and/or refers visitors and callers in a professional way; ascertains the nature and purpose of the visit so that the SPBDD Manager can be informed beforehand
- Provides assistance to the SPBDD Manager in the performance of minor tasks related to the function such as report preparation, research and data gathering.
- Prioritizes all incoming requests/documents addressed to the SPBDD Manager. Arranges business itineraries and coordinates travel requirements for the SPBDD Manager

POSITION: WAREHOUSE SUPERVISOR

COMPANY: NINE & NINE ENTERPRISES – Navotas, Philippines

YEAR: December 1999 – November 2003

General Responsibility:

- Supervises the over-all smooth operations of the office of the General Manager.
- Assists the General Manager in managing the sales and marketing operations and administrative functions of the company.
- Follows through on the execution of directions given by the General Manager to different personnel.
- Handles and assists operations & administration, sales & marketing level with the General Manager.
- Stands as Officer-In-Charge when the General Manager is out of the country/ not available.
- Maintains and contract warehouse maintenance/repairs

POSITION: TRANSPORT SUPERVISOR

COMPANY: AP TRANSPORT DELIVERY SERVICES, Caloocan City, Philippines

YEAR: July 1995 – October 1999

- Coordinates functional transportation activities and communicates information to internal and external customers. Organize, process and files sales invoices.
- Monitor and purchase inventory of the office supplies and spare parts.
- Assistant to the General Manager.
- Assists in the incoming and outgoing shipment.
- Prepares the day-to-day itinerary of the fleet
- Hiring & training of new staff
- In-charge of daily dispatch of operations, including weather check, routing, crew selection, dispatch

PERSONAL BACKGROUND

Nickname	: Rod	Age	: 46 years old
Height	: 5'7"	Weight	: 155 lbs.
Sex	: Male	Civil Status	: Married
Birthday	: February 14, 1974	Religion	: Roman Catholic
Citizenship	: Filipino		

SKILLS PROFILE

- Social Media Marketing
- Adobe Photoshop
- Basic AutoCAD operation
- Presentation skills
- Hard worker, can work independently
- Self starter, has initiative
- Can handle work pressure
- MS Office
- Mentoring and coaching sales reps
- Good customer-relations background.
- Ability to format, install and diagnosed computer problems
- Basic Life Support and First Aid

Note:

References are available upon request.