



MARLENE ZINGALAOA
+971565035717; mzingalaoa@gmail.com
with valid uae driving license

OBJECTIVE

My goal is to become associated in an organization where I can utilize my skills as relationship manager, and interpersonal skills with accuracy and efficiency and gain further experience while enhancing the company's productivity and reputation and maintaining a motivated, productive, and goal oriented environment for the entire professional team and benefit mutual growth and success summary.

CORE COMPETENCIES

- ✓ Business Strategist
- ✓ Strategic Marketing & Account Planning.
- ✓ Customer Relationship Management
- ✓ Negotiation & Closing Activities
- ✓ Sales Training & Team Leadership
- ✓ Revenue & Profit Growth
- ✓ Productivity & Performance Improvement
- ✓ Product Research & Evaluation
- ✓ Organization & Communication
- ✓ Self Confidence -experience in multi-cultural environment
- ✓ Adaptability - experience in partners management
- ✓ Critical Observation- experience negotiating large project
- ✓ Resiliency -experience in working multiple teams
- ✓ Time Management
- ✓ Creative / Innovation

WORK EXPERIENCES

Director - Business Development

Korooti International (Dubai, UAE)

October 2015 to Present

Plan, execute, developed and direct the operation and marketing initiatives for local and international operations and provide P&L management. Created and implemented sales, marketing and distribution strategies, directed budgets and coordinated corporate partnerships and mass merchants onboarding. Recruited and trained top caliber agents, and overseeing the whole operation.

KEY ACHIEVEMENTS:

- Introduced campaign creation, analysis and optimization of direct marketing campaigns.
- Developing and implementing strategies that brought to expanding and opening International branches, increasing the company's revenue.
- Developed, implemented and direct plan which successfully met all marketing and sales objectives for local and international operations.
- Successfully organized a business fair, which resulted in increasing the company's clientele
- Effectively streamlining departmental work at all levels of development.

Operations Manager

IT 22 Solutions (Dubai, UAE)

October 2013 to September 2015

Led Operation, sales and marketing activities for software solutions division and online marketing division of the company. Oversaw product development, costing and administrative functions. Personally managed and strengthened major accounts. Directed Sales Managers and Independent Sales Agents.

KEY ACHIEVEMENTS:

- Personally managed and strengthened major accounts. Directed Sales Managers and Independent Sales Agents.
- Oversaw product development, costing and administrative functions
- Led Operation activities for software solutions division of the company.

Operations Manager

Salt & Pepper Restaurants (UAE)

October 2010 to September 2013

Provided direction for 6 branches of the restaurants. Strengthened and maximized sales productivity of 6 branch managers and 80 staffs. Opened 3 additional branches which led to increase in sales and leading the market share in Filipino restaurant in the Emirates.

KEY ACHIEVEMENTS:

- Manage and Provide Directions for a chain of Restaurants which achieved or exceeded annual sales budgets through the execution of monthly sales strategies.
- Managed profit & loss by following cash control/security procedures, maintaining inventory, managing employees, and reviewing financial reports.
- Demonstrated exceptional team building capability which ultimately lead to maximum financial performance and employee satisfaction.
- Directly trained and managed 6 Managers while leading a total staff of 80 team members.
- Opened 3 additional branches which led to increase in sales and leading the market share in Filipino restaurant in the Emirates.

Leasing Manager / Audit Executive/ Treasury Officer

St. Catherine Realty Corporation (Philippines)

June 2000 to August 2010

Hired as Disbursement Executive, and became Treasury officer and quickly promoted as an Internal Audit Executive and later Leasing Manager to train and manage employees while bringing in new business for this Real Estate Company.

KEY ACHIEVEMENTS:

- Hired as Disbursement officer and transfer to Treasury officer and quickly promoted as an Internal Audit Executive then to Leasing Manager post
- Initiated and opened the 2 new properties for leased.
- Spearheaded development and roll-out of innovative marketing campaign that maximized portfolio asset performance.
- Successfully coordinated execution of multiple high-value property build-outs and upgrades to enhance marketability and position of assets.
- Recommended and guided improved system to optimize management and accuracy of lease information.

EDUCATION

Bachelor of Science in Accountancy
University of the Assumption - Philippines 2000

TECHNICAL SKILLS

- Quick Books
- Customized ERP
- MS Office
- P & L Management

PERSONAL DATA

Nickname : Lhen
Date of Birth : 13th November 1977
Marital Status : Married