

Sydney Soldevilla

Sales Executive

PROFILE

Highly motivated, team player-oriented, and driven Sales Executive and Admin Assistant. With more than 6 years of experience in indoor and outdoor sales in Qatar and 4 years of indoor sales in the Philippines. Recognized for the ability to communicate with clients and providing excellent customer service that ensures positive feedback.

EXPERIENCES

Customer Service Representative

Concentrix - Nuvali, Laguna | April 2022 up to Present

- Answer phone inquiries from customers.
- Investigate complaints regarding the goods, services, and policies.
- Promote and take customer orders for goods or services.
- Investigate complaints and update accounts.
- Update accounts, initiate billing and process claim payments, and receive payment for services.
- Provide information to customers and the public concerning goods, services, schedules, rates, regulations, and policies in response to telephone and in-person inquiries.

Sales Manager

Capstone Engineering WLL - Doha | April 2019 to December 2019

- Plan, direct and evaluate the activities of firms and departments that develop and implement advertising campaigns to promote the sales of products and services.
- Giving instructions to Sales Executives.
- Monitoring of sales daily activity to achieve monthly quota.
- Coordinating with Engineers, Operation team, and other office personnel.
- Preparing Contracts and Quotations.
- Resolving Client complaints.

Sales Executive, Procurement Assistant & Admin

Al Saher Communication Security & Trading WLL – Doha

January 2013 to April 2019

- Assess clients' needs, recommend or assist in the selection of appropriate goods or services, and negotiate prices or other sales terms.
- Provide input into product design where goods or services must be tailored to suit clients' needs.
- Develop sales presentations, proposals, or other materials to illustrate benefits from the use of goods or services.
- Prepare and administer sales contracts and maintain customer records.
- Develop, implement and report on marketing plans and sales strategies to achieve business goals
- May supervise the activities of other technical staff and sales specialists.
- May offer training in the operation and maintenance of equipment.

Retail Sales Associate

Blue Factory Corporation – Pasig | August 2011 to January 2012

Be Connected Management Services – Pasay | September 2009 to July 2011

Major Shopping Management Corp. – Mandaluyong City

September 2008 to February 2009

Ever Shoppers Inc. – Pasig | February 2008 to August 2008

CONTACT

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 Sta. Rosa Laguna, Philippines

EDUCATION

Skilled Trade Certificate in Processing Food by Drying and Dehydration NCII

TESDA (Technical Education and Skills Development Authority)

December 9, 2021

Skilled Trade Certificate in Introduction to Food Processing NCII

TESDA (Technical Education and Skills Development Authority)

December 8, 2021

Secondary

Bognuyan National High School

2002 to 2006

Elementary

Gasan Central School

1996 to 2002

SKILLS

- Customer Service
- Sales Management
- Sales and Marketing
- Negotiation
- Business Development
- Account Management
- Computer Literate
- Cooking and Baking

CERTIFICATES

Go Digital Asean Philippines - The Asia Foundation

Digital Tools for Jobseekers

December 11, 2021

- Greet customers and discuss the type, quality, and quantity of merchandise or services sought for purchase.
- Advise customers on the use and care of the merchandise, and provide advice concerning specialized products or services.
- Prepare merchandise for purchase.
- Assist in the display of merchandise.
- Maintain sales records for inventory control.
- Operate computerized inventory record keeping and re-ordering systems.