

MARTIN A. GUCELA JR.



Profession: BSC - MANAGEMENT

605A EastCoast Road Singapore 429083

HP No. +65 97243561

Email Address: janov28@yahoo.com

Work Experience:

TAT SENG AGARWOOD EXPORT AND IMPORT

No.8 Kaki Bukit Road 2
Ruby Warehouse
Complex
Singapore 417841

Sept. 03, 2012 – up to
present

SALES CONSULTANT/MATERIAL CONTROLLER

Job Description

- ◆ Assist Customer Enquiry
- ◆ Packing Materials Ready for Shipping
- ◆ Receiving Phone Calls and Faxed Documents as Needed
- ◆ Assist The Admin Director on Office Works
- ◆ Counter checking of Materials To be Deliver
- ◆ Doing the Inventory Materials For The Monthly Reports
- ◆ Assist the Customer in Choosing the Good Quality of Materials
- ◆ Receiving Delivered Materials In and Out of the Warehouse

People Asia Pacific Const. Corp.

Nov. 15, 2005 to
Mar. 03, 2012

Sales Manager

- ◆ Implementing strategic sales plan that expands company customer based and ensure strong presence
- ◆ Managing/recruiting objective setting, coaching and performance, monitoring of sales representative
- ◆ Build and promote strong, long lasting customer relationship by partnering with them and understanding their needs
- ◆ Identity emerging markets and markets shift while fully aware of new competition status
- ◆ Achieving growth sales target by successfully managing the sales team

Quinta Trading Company, Inc.

Oct 06, 2002 to
Aug 16, 2005

Sales Consultant

- ◆ Assist Customer Enquiry
- ◆ Assist in admin works
- ◆ Counter checking of Materials To be Deliver
- ◆ Doing the Inventory Materials For The Monthly Reports
- ◆ Provide Order to the customer
- ◆ Create sales protocols and procedures designed to increase conversion rates and improved incoming sales inter action
- ◆ Set appointments with clients and follow up with them afterwards

Hotel Don Felipe**Ormoc City, Philippines**

June 1997 to July 1998

Waiter

Job Description

- ◆ Ensuring that all required items for the set up of each table are clean, unspotted and in place.
- ◆ Serving to the guest with confidence and flair for their request.
- ◆ Make sure that all beverage are according to menu and list specifications, properly presented and be of correct temperature upon being served.

Training**GEM TRAINING CENTER INC.**Marketing and Sales Management
09 – 15 August 2004

Special Skills

Extensive Knowledge in Computer Software: Microsoft Windows (EXCEL, MS WORD., POWER POINT, PAINT),

Educational Attainment:

College	Western Leyte College of Ormoc
Degree Earned	Ormoc City Leyte, Philippines
	Bachelor of Science in Commerce - Management

Personal Particulars:

Address: 605A EastCoast Road Singapore 429083
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Email Address: janov28@yahoo.com
Birthdate: May 10, 1980
Age: 41

Character References:

Available upon request.

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