

MARY JOYCE C. REBOTON

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Objective:

To acquire a position which will commensurate to my qualifications with opportunity for New challenges.

Work experience:

[June 2013 – February 2015]

Newtrends International Corporation

Makati City

Product Planning Officer

Functions:

- Provides analytical support to the product planning team to ensure that inventory efficiently meets business needs and supports overall profitability
 - Regularly reviewing sku-level/range-level sales performance relative to inventory. Perform analysis and identify sales/inventory productivity, problem areas, trends and opportunities.
 - Proactively provide recommendations/action points to resolve problem areas and provide additional analysis as needed – need for markdowns, re-pricing, etc.
- Prepares and monitors purchase orders
 - Place orders and follow up to ensure that they are delivered on time
 - Liase with suppliers for other inquiries, requests, etc.
 - Communicate availability of new merchandise to relevant parties
 - Communicate supply constraints that might affect inventory availability to relevant parties
- Product and Price
 - Maintain/update product classifications, descriptions. Ensure that updated data entries are made in the system whenever required. Communicate updates to relevant parties
 - Maintain/update pricing/price adjustments. Ensure that updated data entries are made in the system whenever required. Communicate updates to relevant parties.
- Managing store inventory ensuring appropriate assortment/inventory levels are available to meet demand and sales goals.– efficient stock allocation
 - Plan and allocate merchandise across all retail outlets ensuring the quantity and mix of stock in stores matches the store profile, maximizes sales potential and in accordance with sales trends and visual display needs. Develop detailed store merchandise guides/plans for all retail outlets showing min/max store inventory, planogram and other relevant details.
 - Replenish stocks across all retail outlet and constantly monitor stock/sales performance to ensure that sales are maximized.
 - Coordinate with warehouse to ensure availability and timely delivery of merchandise
 - Coordinate with stores in order to address individual store needs and resolve stock/sales issues. Regularly visit stores and build strong relationship with sales staff in order to facilitate genuine feedback about product and other concerns. Motivate sales associates thru frequent merchandise updates.

[July 2012 – June 2013]

Mega Fishing Corporation

Pasig City

Sales Information Associate

Functions:

- Supervise Sales Information Assistant
- Maintain/provide sales information to sales force, management teams and Business Units
- Generate Daily Sales reports
- Consolidate weekly and monthly actual forecast reports
- Maintain Sales Targets and make necessary adjustments on re-alignments.
- Allocate Sales targets per Division, District, Salesman, Brand and per SKU.
- Provide the data for EXCOM report
- Manage loading of data/information into database matching of data
- Maintains the database of Items and Accounts for Distributor System
- Assist in the maintenance of ERPLn System which allows flexibility of sales data to the end user
- Assist in the maintenance of Distributor system
- Provide support to Distributor system users
- Maintains database of Customers for proper tagging in Distributor system
- Collaborate with Credit and Collection for the creation of New Accounts in ERPLn system

Significant Contributions:

- Distribution Readings per Brand
- Forecasting Techniques
- Masterlist of Accounts
- Distributor System
- Masterdata Custodian

[February 2010 – February 2012]

Century Canning Corporation

Pasig City

Sales Information Analyst

Functions:

- Maintain/provide sales information to sales force, management teams and Business Units
- Generate Daily Sales reports
- Consolidate weekly and monthly actual forecast reports
- Maintain Sales Targets and make necessary adjustments on re-alignments.
- Allocate Sales targets per Division, District, Salesman, Brand and per SKU.
- Provide Distribution Reading reports to seek opportunities for growth in terms of penetration and availability.
- Provide the data for EXCOM report
- Manage loading of data/information into database matching of data
- Maintains the database of Items and Accounts for COGNOS
- Assist in the maintenance of COGNOS/ERPLn Systems which allows flexibility of sales data to the end user
- Provide training for COGNOS Users
- Assist in the maintenance of eSO (Electronic Sales Order) system

- Provide support to eSO users
- Maintains database of Customers for proper tagging in eSO(Electronic Sales Order) system
- Collaborate with Credit and Collection for the creation of New Accounts in ERPLn system

Significant Contributions:

- Distribution Readings per Brand
- Forecasting Techniques
- Masterlist of Accounts
- COGNOS
- Masterdata Custodian
- eSO (Electronic Sales Order) system

**[September 2008 – February 2010] Manulife Chinabank Life Assurance Corp. Makati City
Financial Sales Associate (Bancassurance)**

Functions:

- Contact/Set appointment with Bank Clients
- Ask prospects regarding their financial needs
- Assess and evaluate financial programs that would fit to the prospects needs
- Presents Financial Programs to Prospects
- Process Application of Clients on their chosen Financial program
- Provides after Sales services

**[October 2007 - September 2008] OSRP Mandaluyong City
Credit Admin Staff (Call Centre)**

Functions:

- Inbound calls
- Provide Information on client's account
- Coordinate with Collection department
- Prepares and provides Credit memo, invoices, demand letters and collection files.

**[May 2002 – February 2007] San Miguel Corporation Mandaluyong City
Sales Information Associate (Supervisor)**

Functions:

- Supervise Sales Information Assistants
- Maintain/provide sales information to sales force, management teams and principal company
- Generate sales reports
- Consolidate weekly and monthly actual forecast reports
- To create new / update Business Partner data into SAP
- To assist in SAP back-up and other IT support as and when required in the office.
- Facilitate Annual Business Planning
- Formulate various statistical and empirical forecasting techniques
- Conduct Trade research
- Assist sales force in the implementation of Category Management in their accounts
- Assist in the maintenance of the Business Information Warehouse system which allows flexibility of sales data to the end user

Significant Contributions:

- Forecasting Techniques

- Business Information Warehouse
- Annual Business Planning
- Database Management

[September 2001 - December 2001] San Miguel Corporation Caloocan City
Secretary (Contractual)

Functions:

- Places, makes and receives telephone calls
- To assist in travel arrangement for all sales and service staff in the office.
- To inform via internal email to all staff of intended travel arrangements made for respective staff.
- Schedules and confirms outside meetings and appointments for the Manager by calling the right parties concerned in order to facilitate proper scheduling.
- Circulates and/or distributes copies of memoranda, reports and other documents emanating from the Manager for the information and guidance of all concerned
- Maintains adequate quantity and control of office supplies needed by the Department
- Typing confidential memos and other communications using the computer to facilitate editing/reproduction of copies in modern and technical method.

Education:

[1996-2001] Adamson University San Marcelino, Manila
BS Industrial Engineering

[1992-1996] St. Jude Academy Malinta, Valenzuela City
Highschool

[1986-1992] St. Jude Academy Malinta, Valenzuela City
Elementary

Seminars Attended:

Power Selling Course (September - October 2008)
 LKG Tower – Makati City

Problem Solving and Decision Making (September 2006)
 Podium Training Room, SMC-Head Office Complex

Applied Marketing Research Seminar by Dr. Ned Roberto (May 2005)
 Asian Institute of Management – Makati City

Special Skills:

Proficient in MS Office (MS Word, Excel, PowerPoint and Outlook)
 Lotus Notes
 Knowledgeable in SAP - R3
 Knowledgeable in ERPLn

Basic Profile:

- Birthday : December 05, 1979
- Age : 41 years old
- Civil Status : Married
- Nationality : Filipino
- Languages and Dialect Spoken : English and Filipino
- Availability – Able to commence work as soon as possible