

JUN JAY C. AMORA

+63 935 67779 763

- jaycahoy@yahoo.com

Zone 3 Igpit Opol Misamis Oriental

PROFESSIONAL SUMMARY

Experienced Estimator Engineer and Sales Engineer; Estimator focused on estimating the costs of a planned construction project in terms of the labor, equipment and materials required. Analyzing plans, bills of quantities and other project documentation. Sales Engineer possess an in-depth knowledge of company's technical products and services, knowledgeable in a way that is understandable to non – technical customers, driven to achieve sales goals and has an excellent sales and customer service skills.

WORK EXPERIENCE

Sales Engineer

September 2019- Present

DN CDO Steel Corporation

Limbonhai Bldg., J. Pacanast., Licoan, Cagayan de Oro City

- Preparing and developing technical presentations to explain our company's products or services to customers.
- Discussing equipment needs and system requirements with customers and engineers.
- Collaborating with sales teams to understand customer requirements and provide sales support.
- Prepared Production Order (P.R.O), Sales Order (S.O), Sales Quotation (SQ), Sales Contract and walk-in using Integrated Business System (IBsys).
- Generating high-quality sales leads, following up after initial contact, securing and renewing orders, negotiating prices, completing sales, and arranging deliveries.
- Researching, developing and modifying products to meet customers' technical requirements and needs.
- Helping customers who have problems with installed products and recommending improved or upgraded materials and machinery.
- Setting and achieving sales goals and quotas.

Esimator Engineer

March 2019 – August 2019

DN CDO Steel Corporation

Limbonhai Bldg., J. Pacanast., Licoan, Cagayan de Oro City

- Performing AutoCAD & Manual,
- Analyzing plans, bills of quantities and other project documentation in order to estimate costs
- researching, sourcing, negotiating and obtaining the best prices and quotes from suppliers and subcontractors
- Analyzing data that can affect costs (such as currency exchange rates and the company's productivity rates)
- Assessing the financial, technical and operational risks of the project
- Visiting project sites to gather information
- Working closely with key members of the project team (such as the bid manager) and liaising with clients and suppliers
- Keeping detailed records and writing reports.

EDUCATION

Bachelor of Science in Mechanical Engineering

June 2013- March 2018

Philippine Investment Network Management Corporation
(PHINMA) Cagayan de Oro College
Max Suniel St. Cagayan de Oro City Philippines

Electrical Installation Maintenance Vocational Course

Technical Education and Skills Development Authority (TESDA)

June 2017 – October 2017

Philippine Investment Network Management Corporation
(PHINMA) Cagayan de Oro College
Max Suniel St. Cagayan de Oro City Philippines

SKILLS

- Verbal communication
- Proven leadership skills and ability to motivate
- Highly organized and efficient
- Ability to work independently or as part of a team
- Knows to operate Lathe Machine, Welding, Drilling
- Maintenance Electrician
- Computer literacy Proficient at MS Excel, MS Word and MS PowerPoint
- AutoCAD Operator 2D

PROFESSIONAL CREDENTIALS

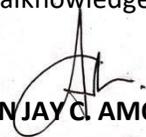
National Certificate II (NC- II) Holder
Electrical Installation Maintenance

TRAININGS

- Steel Asia Corporation – Internship (Rolls and Tackles Department)
- P.I.O OFFICER of City College Scholarship Program-KAALAM (Cagayan de Oro City)
- Special Advocacy Youth of Oro Youth Development Council

ATTESTATION

I do attest that all of the information are true and correct to the best of my personal knowledge.


JUN JAY C. AMORA
APPLICANT

JUN JAY C. AMORA
ZONE 3, IGPIT OPOL MISAMIS ORIENTAL CAGAYAN
DE ORO CITY, PHILIPPINES, 9000MOBILE NUMBER :
+63 935 67779 763
EMAIL ADDRESS: jaycahoy@yahoo.com

Dear Hiring Manager,

I've recently heard that your company is in need of applicant and I am interested on applying for any vacant position that would best suit my qualification and professional background best.

In my pursuit of new creative endeavors, I was excited to find the Sales Engineer opportunity with your Company. As a progressive professional with technical experience, I believe that I can bring valuable contributions to your team. Identifying innovative approaches and improved solutions to business challenges both motivate and drive me. Observation, inspiration, and determination are my foundation for success. My philosophy is that introducing fresh perspectives and new techniques allow businesses to evolve and grow. Similar to your Company, my goal is to remain on the cutting-edge of advancements.

Formerly in my Sales Engineer role, my successes have stemmed from essential skills, including quality assurance and product development. I have enhanced my critical thinking abilities and cultivated a reputation as a major contributor through innovation and planning. I am a collaborative team player who is always searching for opportunities to impart valuable insights. With these qualities, I am able to facilitate positive change and impacting outcomes.

For a greater presentation of my background and qualifications, please review my attached resume. I am eager to speak with you and greatly appreciate your consideration.

Respectively yours,


Jun Jay C. Amora
Applicant