



BAUTISTA, LESLIE SOBERANO

Blk 114 Lorong 3 Geylang #03-59 Singapore 381114

Tel No: 9638 1565

S-PASS Holder – G627XXXX

[Email: lheslhie_08@yahoo.com](mailto:lheslhie_08@yahoo.com)

OBJECTIVES:

A very determined person willing to accept and gain knowledge of new things: a people person who is able to handle challenging circumstance, whether customer related or job related, in a calm and professional manner.

KEY SKILLS:

- Proficient with various computers including MS Word, Excel, and Power Point
- Goal-oriented individual with leadership abilities
- Sales Marketing
- Administration and Management skills
- Customer Service
- Strong communication skills
- Trainable and easy learner
- Interested in learning
- Be able to do multi- tasking
- Can work under pressure

WORK EXPERIENCES:

ASTROL SECURITY ENGINEERING PTE LTD

Assistant Manager - June 2011 - Present

- Generate new sales leads and conversion into sales
- Achieve sales quota set by the management
- Works with the customer support for customer on-boarding and aftersales
- Maintaining a healthy relationship with the existing clients
- Handle General Telephone call and enquiries
- Updating and maintaining clients database records
- Daily meeting and churning schedule for technicians and rostering
- Preparing of quotations to clients
- Preparation of tender
- Arranging of the project for approved quotation from the job start until handover
- Coordination with different contractors
- Coordination with different suppliers
- Application of S-pass/E-pass and work permit through MOM portal including renewal
- Updating of staff leave records
- Maintains client filing system

- Preparation of Maintenance Contract
- Updating of Company website
- Generating of routine service schedule for existing clients
- Open Delivery order for stocks
- Issue Purchasing Order for supplier
- Preparation of Meeting Report for Management Meeting
- Preparation of clearance vehicle entry
- Preparation of per call basis charges for non existing customers
- Preparation of Customer Feedback Forms
- Adhoc duties may assign

ACER UNIPACT OPTRONICS 9AUO) TAIWAN BRANCH

Team Leader – June 2006 to November 2008

- Ensure all the. Products are up to the quality
- Checking of the machinery in good working condition
- Hitting the quota
- Checking the subordinates to ensure that the work is done as per the schedule

PERSONAL BACKGROUND:

BIRTHDATE: 11/08/1984

AGE: 38

HEIGHT: 5'2

WEIGHT: 53KG

STATUS: MARRIED

NATIONALITY: FILIPINO

EDUCATIONAL BACKGROUND:

ST. MARY'S COLLEGE OF MEYCAUAYAN- Bulacan Philippines
BACHELOR OF SCIENCE IN COMMERCE MAJOR IN COMPUTER SCIENCE
Bachelor's Degree Holder Graduated on March 2005.

EXPECTED SALARY: \$4,300.00

Character References: Furnished upon Request.

I hereby declare that the above information is true beyond my knowledge and skills.

Leslie Bautista
