

RINA JOY A. PULMONES

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CAREER OVERVIEW

I am seeking employment with a company where I can use my talents and skills to grow and expand the company and to succeed in stimulating and challenging environment, building the success of the company while experience advancement opportunities. To work in a more profitable company which will help further develop skills, enhance capabilities and personality. Job security and financial stability that can provide better future for family.

SKILLS

- Integrity & Ethics
- Leadership
- Teamwork
- Training
- Recognition
- Communication
- Continuous Improvement

EXPERIENCE

Branch Manager - MG Iloilo

October 2022 - Present

Roles and Responsibilities:

- Achieving the target of sales of new cars for the branch.
- To be responsible for operating results for his branch.
- Analysis, correction and improvement measures for achieving the sales targets for his branch.
- Defining responsibilities and sales targets for the Sales Team in the branch.
- Daily review of performance of sales staff and guiding / counselling and helping them in achieving their sales targets.
- Undertake periodic and timely performance evaluation of sales staff.
- Ensuring that proper processes and procedures are followed by the sales team with regards to complete documentation for sales registration, in-house financing , trade-in cars and test drives.
- To liaise with concerned persons in Vehicle Yard to coordinate timely delivery of the vehicles to customers.
- Ensuring that sales team prospects new leads and follows-up leads for increasing the sales.
- Ensuring that sales team builds and maintains comprehensive data base of customers profile and prospects.
- Ensuring that sales team has all the relevant product knowledge for the vehicles and the attend periodic training to update their knowledge and skills.
- To propose activities aimed at enhancing and strengthening brand image and to suggest, obtain management approval and implement schemes for increasing sales in the locations being covered in the branch jurisdiction.
- Information and communication with his counterparts in other branches.
- Keeping track and appraising the management of the competitors' product / pricing / marketing and promotional activities in the areas covered by his branch.
- Prospecting and developing new sources/customers in his area of operation.
- Personnel management of employees working in the branch in terms of their attendance and punctuality, discipline, welfare.

- General Administration of the branch to ensure that branch showroom, Vehicles, buildings and stores are kept and maintained in proper upkeep.
- To ensure timely resolution of employee grievances and problems by taking up the issues with concerned persons in Support Function for increasing employee satisfaction

Group Sales Manager – Grandcars, Inc (Chevrolet, Morris Garages, and Maxus)
August 2014 – September 2022

Roles and Responsibilities

- Managing organizational sales by developing a business plan that covers sales.
- Meeting planned sales goals.
- Setting individual sales targets with the sales team.
- Tracking sales goals and reporting results as necessary.
- Overseeing the activities and performance of the sales team.
- The ongoing training of your salespeople.
- Developing your sales team through motivation, counseling, and product knowledge education.
- Promoting the organization and products.
- Understand our ideal customers and how they relate to our products.

Sales Consultant – Grandcars, Inc. (Chevrolet)
March 8, 2008 – August 2014

Roles and Responsibilities

- Create and maintain excellent relationships with our customers.
- Maintain strong knowledge base of all vehicle makes and models
- Follow up on all sales leads from a variety of sources (phone, walk-ins, newspaper ads, referrals, etc.)
- Work with Car Sales Managers to ensure individual and department sales goals are met

Territory Sales Manager (Medical Representative)
Han Seo Pharma, Phils.
6flr Golden rock building, 168 Salcedo St., Legaspi Village 1229 Makati City
January 2004 – July 15, 2005

Roles and Responsibilities

- Promoting our products to the selected physicians of Cebu and Dumaguete in order to gain prescription to be converted into sales
- Follow up activities, programs and conferences of physicians of Cebu and Dumaguete
- Booking of sales to the different drugstores of Cebu and Dumaguete
- Doing monthly, quarterly and year-to-date sales review in my territory which is Cebu and Dumaguete
- Monthly, quarterly, and year-to-date plan of action in my territory

Accounting Staff
A Plus Credit Corporation
Corner Quezon Ledesma St., Iloilo City
March 2002 – November 2003

Roles and Responsibilities

- Journal entries
- Bank reconciliation
- Preparing checks for the bills

- Preparing of checks to be signed by the loan officer
- Responsible for administrative functions such as filing

Trainee**Accounting Department****Panay Electric Company****General Luna St., Iloilo City****June 2001 - March 2002****Roles and Responsibilities**

- Assisting with financial and management accounts preparation for Sole Traders, Partnerships and Limited Companies
- Assisting with managing client expectations and deadlines
- Assisting with the preparation of personal and business tax returns
- Carrying out bookkeeping activities including journal postings and ledger reconciliations
- Processing client records accurately using Xero, QuickBooks and other accountancy software.
- Preparation of VAT returns and management accounts
- Assisting with general administrative duties including meeting and greeting clients, filing, answering the telephone and supporting the team to meet deadlines as required.

EDUCATION

TERTIARY:

University of San Agustin

Gen. Luna St., Iloilo City, Philippines

Bachelor of Science Major in Management Accounting

March 2002

SECONDARY:

Ateneo de Iloilo – Santa Maria Catholic School

Gen. Blanco St., Iloilo City, Philippines

Loyalty Awardee

March 1998

PRIMARY:

Ateneo de Iloilo – Santa Maria Catholic School

Gen. Blanco St., Iloilo City, Philippines

March 1994