GLADYS BELLA

CONTACT

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EDUCATION

May 2023

Bachelor Of Science in Industrial Engineering,
Manuel S. Enverga University Foundation, Philippines

KEY SKILLS

Microsoft Excel
■ ■ ■ ■ ■ □

Microsoft Office
■ ■ ■ ■ ■ □

SAP erp
■ ■ ■ ■ ■ □

Salesforce
■ ■ ■ ■ □

English
■ ■ ■ ■ □

CERTIFICATES

Import-Export
Sales and Operations Planning
Customer Service Excellence

PROFILE

Sales Administrator with 8+ years of experience in data management and analysis, preparing sales reports, price proposal and maintaining the price lists with utmost confidentiality. Possess a B.S. in Industrial Engineering and expertise in Microsoft Excel, SAP ERP and CRM such as Salesforce. Excellent organizational skills, flexible with positive attitude, independent; able to effectively coordinate tasks to accomplish projects with timelines and creativity. Looking to leverage my knowledge and experience into a more challenging role.

PROFESSIONAL EXPERIENCE

August 2016 – Present

Sales Administrator / Sales Coordinator
ENPLAS SEMICONDUCTOR PERIPHERALS PHILIPPINES, INC.– PHILIPPINES

- Data Management
- Maintenance of Sales Reports and Preparations
- Sales Operations and Planning
- Sales forecast
- Data Analysis to create price proposal and price calculator
- Gross Profit Monitoring
- Accounts Receivables Monitoring
- Inhouse sales support

September 201 – August 2016

Production and Logistics Coordinator
ENPLAS SEMICONDUCTOR PERIPHERALS PHILIPPINES, INC.– PHILIPPINES

- Coordinating production workflow
- Planning and prioritizing operations to ensure maximum performance and minimum delay
- Determining materials needed to cover production demand
- Purchase of materials to qualified suppliers
- Coordinate and monitor supply chain operations
- Plan and track the shipment of final products according to customer requirements

April 2011 – May 2013

Shipping Specialist
TEXAS INSTRUMENTS under DB Schenker

- Prepare Invoices and delivery processing in SAP
- Liaise with forwarders for the shipping arrangement