



## **IVY MAE A. CABUTE**

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***Self- motivated and independent individual that able to manage multiple priorities with great attitude.***

### **Skills:**

- Outstanding language and communication skills, both oral and written.
- Proven ability to manage people and responsibilities.
- Ability to rapidly learn technical and business techniques.
- Adapts well to changes and pressure in workplace.
- Motivated, goal-oriented and dedicated to learn.
- Capable in the use of office applications.
- Organized in keeping documents and great memory skills.

### **Notable Achievements**

- Enlarged the Customer Base: Maintained close working relationship with both existing and new customers regarding new and different products – Maintained customer interaction database.
- Exceeding Sales Goals: Monitored sales targets and motivated sales teams to achieve the firm's goals.

## Work Experience

### **ICG AIRCONDITIONING SERVICES and ICG AIRCONDITION TRADING (May 2021- Present) MANAGER**

- Create and implement business plan and the budget.
- Review the report of production in relationship with sales
- Compare sales with intended goals on short and long term basis
- Involved in the business of product make available medium through which the product can be offered.
- Take advantage of the social media and other publicity media to promote products or services
- Make a viable feasibility assessment of the business to check its chances of success.
- Offer importance lectures and presentations to clients concerning company products.

### **DAIKIN AIRCONDITIONING PHILS. INC. (Jan. 3, 2017 – May 11, 2021) DEALER SALES ENGINEER**

- © Serves customers by identifying their needs and engineering adaptations of products, equipment, and services.
- © Identifies current and future customer service requirements by establishing personal rapport with potential and actual customers and others in a position to understand service requirements.
- © Provides product, service, or equipment technical and engineering information by answering questions and requests.
- © Establishes new accounts and services accounts by identifying potential customers and planning and organizing sales call schedule.
- © Determines improvements by analyzing cost-benefit ratios of equipment, supplies, or service applications in customer environment and engineering or proposing changes in equipment, processes, or use of materials or services.
- © Submits orders by conferring with technical support staff and costing engineering changes.
- © Develops customer's staff by providing technical information and training.
- © Prepares sales engineering reports by collecting, analyzing, and summarizing sales information and engineering and application trends.
- © Maintains professional and technical knowledge by attending educational workshops, reviewing professional publications, establishing personal networks, and participating in professional societies.
- © Contributes to team effort by accomplishing related results as needed.

## Work Experience

### **Globe Telecommunication (Jan 4, 2016 – Dec 31, 2016)**

#### **Micro and Small Business Sales Consultant**

##### Responsibilities:

- © Generates Sales leads and saturates assigned area
- © Meeting designated target sales
- © Conducts sales calls and client meetings
- © Maintain constant relationship with clients as part of continued service as well as to grow existing business
- © Coordinate with appropriate groups to facilitate related business transaction to execute
- © Submission of Daily report/ competitive information and updates that may relevant to achieving revenue

### **Globe Telecommunication (Dec 8, 2014 – Dec 31, 2015) Small and Medium Business – Priority Account Account Manager**

##### Responsibilities:

- © Manages assigned accounts in designated area
- © Consultative selling to priority accounts
- © Scoping of different companies in various industries, understanding their operations and business needs
- © Acquires new and additional sales from clients
- © Conduct product presentation
- © Execute individual sales target to ensure the goal to be able to met sales plan
- © Maintain constant relationship with clients as part of continued service as well as to grow existing business
- © Coordinate with appropriate groups to facilitate related business transaction to execute
- © Submission of periodic reports/ competitive information and updates that may relevant to achieving revenue

## **Education**

### **AMA Computer College – Laoag Branch**

BS in Electronics Communication

College Graduate

### **Ilocos Norte National High School**

Secondary

### **Nanguyudan Elementary School**

Elementary