



# MA. ESPERANZA MANAYAN

## EXPERIENCE

April 2017 - Current

**Sales Assistant Robinsons Land Corporation** | Quezon City, Philippines

- Performs overall administrative function for the sales department
- Monitors the sales operations budget and ensures timely updating of budget report and proper coordination with the respective sales teams
- Prepares, checks, process, and routes documents such as of cash advances, reimbursements, liquidations, requests for payment, budget memos and other related documents; and coordinates with concerned departments to ensure smooth transactions
- Cascades official memos such as sellers incentive, sales engagement / recruitment activities & training budget activities to the sales teams
- Maintains a folder of all approved memos for future reference
- Coordinates with concerned departments on sales requirements such as IDs, tripping vehicles, travel requests, office supplies, photocopying sales and marketing materials and other similar requirements
- Monitors inventory of sales-related materials such as sellers' tokens, flyers, and other sales collaterals
- Performs other ad hoc tasks that may be assigned from time to time

September 2014 - January 2016

**Treasury Assistant : Orix Metro Leasing & Finance Corporation** | Makati City, Philippines

- Responsible for routing of checks to the signors
- Responsible for preparation of Official Receipts & sorting
- Responsible for the safe keeping of the important documents

October 2012 - May 2014

**Division Coordinator : Federal Land Inc** | Makati City, Phillipines

- Performs overall administrative function for the division
- Prepares, process, and routes documents such as of cash advances, reimbursements, liquidations and coordinates with concerned departments to ensure smooth transactions
- Cascades official memos such as updated payment scheme & pricelist
- Responsible for the monitoring of sales budget
- Responsible for the checking of all documents before the Division Head sign this
- Responsible for the preparation of the collaterals, vehicle and others needs of the agents

## EDUCATION

2011

**Bachelor of Business Administration**

Pamantasan ng Lungsod ng Marikina, Marikina City

## CHARACTER REFERENCE

- Mr. Juancho Paolo Fabic  
Sales Operations Manager  
Robinsons Land Corporation  
Tel. No.: 0917 540 1439
- Ms. Kathrine Karla Barrozo  
Training Manager  
Robinsons Land Corporation  
Tel No.: 0947 3939 456

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MANILA 1805

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 esperanzamanayan14@gmail.com

## SUMMARY

Gender: Female

Birthdate: September 14, 1990

Religion: Catholic

## SKILLS

- Proficient in Microsoft Office
- Ability to develop high level of credibility and positive professional relationships with all levels of organization
- Ability to perform various initiatives in relation to day-to-day activities with minimum supervision
- Proven ability to learn quickly and can work alone or as part of a team