

# Reagan S. Laxamana

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## SUMMARY

Results-driven sales professional with over a decade of experience focused on customer satisfaction and strategic business growth. Proven track record in establishing and nurturing client relationships, forging successful partnerships, and effectively managing key accounts to enhance revenue streams. A dynamic and self-motivated leader with a strong ability to multitask, expand network connections, and drive product adoption through persuasive sales techniques. Proficient in implementing pricing and merchandising strategies, overseeing inventory control, and projecting sales trends. Demonstrated expertise in territory development and identifying customer need to deliver tailored solutions. Committed to maintaining a strong work ethic, adapting to evolving challenges, and showcasing exceptional interpersonal skills. Possesses a high level of motivation and enthusiasm to tackle new opportunities and responsibilities. Recognized for the ability to work autonomously, quickly acquire new skills, and consistently achieve outstanding results.



## WORK EXPERIENCE

### Veltrup Technik Philippines Inc.

#### Account Officer/Project Coordinator

May 2023- December 2023

Company Industry: Preventive Maintenance Services

Location: NCR

- Entails supporting the sales team in attaining the monthly quota as well as annual targets and operating with management and clients to determine business requirements.
- Assuring focused and productive communication with new and existing clients, external distributors, representatives, and agents.
- Resolves all complex inquiries from clients and ensures customer satisfaction.
- Responsible for different kinds of administrative functions essential for the everyday operation of the system and fulfillment of the company's offers.
- Handling sales phone calls and e-mails
- Communicating with clients prior to their course and recording all correspondence.
- Utilizing social networking opportunities to facilitate sales and increase brand awareness
- Managing Technical Ocular Inspection
- Building relationships with the Key Persons for the Project.
- Managing people and teams to ensure the quality of work is being fulfilled along with the proper timeline with proper procedures.
- Develop a detailed project plan to monitor and track progress.
- Negotiating with suppliers and vendors to secure advantageous terms.
- Develop and manage strategic partnerships to grow business

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## SKILLS

- Customer service
- Microsoft Office
- Organizational skills
- Communication skills
- Maintenance
- Cash handling
- Driving
- Administrative experience
- Leadership
- Supply chain forecasting
- Telephone and email etiquette
- Supervision & leadership
- Decision-making
- Problem resolution
- Friendly, positive attitude

## **Mechapipes Services Ventures Inc.**

### **Asst. Operations Manager/Sales Manager**

January 2017 – April 2022

Company Industry: Construction/Consultancy/Engineering

Location: NCR

Department: Sales/Operations/Purchasing

- To be accountable for ensuring that all operational performance measures are consistently achieved/exceeded
- Maintain and improve customer satisfaction across all channels and products.
- Accountable for managing absence, attrition, and adherence within the teams.
- Measuring the performance of the key Team Members against SMART objectives and behavioral competencies, identifying areas for improvement and personal development through one-to-one coaching, and devising appropriate action plans.
- Responsible for maximizing team productivity.
- To develop, identify, grow, and maintain talent by embedding a high-performance culture, providing regular feedback and coaching, and ensuring strong succession plans are in place.
- Locates and proposes potential business deals by contacting potential partners; discovering and exploring opportunities.
- Screens potential business deals by analyzing market strategies, deal requirements, potential, and financials; evaluating options; resolving internal priorities; recommending equity investments.
- Closes new business deals by coordinating requirements; developing and negotiating contracts; integrating contract requirements with business operations.
- Protects the organization's value by keeping information confidential.
- Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations.
- Enhances the organization's reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments.
- Communicating with clients prior to their course and recording all correspondence.
- Utilizing social networking opportunities to facilitate sales and increase brand awareness.
- Analyze pertinent data to create and distribute periodic reports on Company-owned assets to maximize fleet utilization, manage the cost of ownership challenges
- Offer recommendations for procurement and disposal of assets to the Owner
- Update used equipment pricing (market pricing) and drive market opportunities (online sales, auctions) of the aged equipment.
- Managing Technical Ocular Inspection.
- Building relationships with the Key Persons for the Project.
- Develop procurement strategies that are inventive and cost-effective.
- Sourcing and engaging reliable suppliers and vendors.
- Managing people and teams to ensure the quality of work is being fulfilled along with the proper timeline with proper procedures.
- Develop a detailed project plan to monitor and track progress.
- Negotiating with suppliers and vendors to secure advantageous terms.
- Review existing contracts with suppliers and vendors to ensure ongoing feasibility.
- Building and maintaining long-term relationships with vendors and suppliers.
- Approving purchase orders and organizing and confirming delivery of goods and services.
- Performing risk assessments on potential contracts and agreements.
- Controlling the procurement budget and promoting a culture of long-term savings on procurement costs.

## **Masagana Gas Corporation**

### **Senior Sales Executive**

April 2015 – January 2017

Company Industry: LPG

Location: NCR/ Cavite

Department: Sales/Operations / Marketing

- Entails supporting the sales team in attaining the monthly quota as well as annual targets and operating with management and clients to determine business requirements.
- Assuring focused and productive communication with new and existing clients, external distributors, representatives, and agents.
- Resolves all complex inquiries from clients and ensures customer satisfaction.
- Responsible for different kinds of administrative functions essential for the everyday operation of the system and fulfillment of the company's offers.
- Handling sales phone calls and e-mails
- Communicating with clients prior to their course and recording all correspondence.
- Utilizing social networking opportunities to facilitate sales and increase brand awareness
- Responsible for handling the Government Procurement Bidding process.
- Managing Technical Ocular Inspection
- Building relationships with the Key Persons for the Project.

## **3PON Inc.**

### **Sales Administrative Supervisor**

October 2012 – August 2014

Company Industry: Dental Location:

Central Luzon/NCR

Department: Sales/Operations / Marketing

- Handling sales phone calls and e-mails Communicating with clients prior to their course and recording all correspondence Compiling client Information Packs Utilizing social networking opportunities to facilitate sales and increase brand awareness
- Assisting with promotional events Implementing Blitz Sales activities nationwide A regular visit to Key Accounts and Promoting new products that is suitable to their needs and budget
- Supporting the Sales Manager and the Marketing Manager in all aspects of their work
- Developed working relationships with customers through courteous telephone manners and follow-up, prioritizing customer service.
- Delivered in-line support for sales representatives by answering customer requests for quotations, and providing information on delivery procedures and timing.
- Cross-referenced database information to confirm accurate orders and invoices.
- Discussed job performance problems with employees, identifying causes and issues to find solutions. issued work schedules, duty assignments and deadlines for office or administrative staff.
- Provided leadership, insight and mentoring to newly hired employees to supply knowledge of various company programs.

## **CORS Retail Concept Inc.**

### **Retail Merchandising Officer/ Sales Supervisor**

February 2010 – April 2012

Company Industry: Sporting Goods/Retail

Location: Bicutan, Parañaque

Department: Sales/Operations / Marketing

- Planning product ranges and preparing sales and stock plans in conjunction with buyers.
- Liaising with buyers, analysts, stores, suppliers, and distributors.
- Maintaining a comprehensive library of appropriate data.
- Working closely with visual display staff and department heads to decide how goods should be displayed to maximize customer interest and sales.
- Producing layout plans for stores.
- Forecasting profits and sales, and optimizing the sales volume and profitability of designated product areas.
- Planning budgets and presenting sales forecasts and figures for new ranges.
- Controlling stock levels based on forecasts for the season;
- Analyzing every aspect of bestsellers (for example, the bestselling price points, colors, or styles) and ensuring that bestsellers reach their full potential;
- Monitoring slow sellers and taking action to reduce prices or set promotions as necessary.
- Gathering information on customers' reactions to products;
- Analyzing the previous season's sales and reporting on the current season's lines.
- Making financial presentations to senior managers;
- Accompanying buyers on visits to manufacturers to appreciate production processes.
- Meeting with suppliers and managing stock distribution by negotiating cost price ordering stock, agreeing on timescales and delivery dates, and completing the necessary paperwork.
- Identifying production and supply difficulties and dealing with any problems or delays as they arise.

## **OSUS Emirates Real Estate Brokers/Al Ghanem Real Estate**

### **Leasing Executive / Customer Relation Executive**

October 2008 – January 2010

Duration: October 2008 Up to December 2009

Industry: Real State

Location: Dubai/Sharjah, U.A.E.

Department: Lease

- Collaborated with property managers to keep units ready for new tenants and oversee smooth moves.
- Answered calls and responded to inquiries from various parties using strong active listening and open-ended questioning skills to resolve problems.
- Managed day-to-day activities involving tenants, subcontractors and property management.
- Oversaw daily operations, maintenance and administration of various properties.
- Planned, scheduled and coordinated general maintenance or repairs for commercial or residential properties.
- Managed and oversaw operations, maintenance and administration of properties.
- Managed overall tenant relations, promoted tenant satisfaction and streamlined services delivery.
- Presented marketing letters and documents to potential tenants.
- Recommended clarifications and changes in program policies to director of property management.