

ROCHELLE DYSUANGCO

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OBJECTIVE

To secure a responsible career opportunity to fully utilize my training and skills, while making a significant contribution to the success of the company.

WORK HISTORY

Retail Branch Manager (Full-time)

Southwind Automotive Parts Inc. - Norzagaray, Bulacan, Philippines

Feb 2020 – Present

- Created strategies to develop and expand existing customer sales, resulting in increase in annual sales.
- Overseeing the daily store operation, specifically the personnel management, warehouse management, inventory and logistics management.
- Handles sales and marketing of the retail branch.
- Generates daily and monthly sales report, approves store transactions, and manages cash registers.
- Enhanced branch production rates by handling staff conflicts, evaluations, hiring, and termination processes and coaching employees on company protocol and payroll operations.
- Maintained friendly and professional customer interactions.
- Receives and checks incoming stocks and supplies.
- Checks and approves the prepared requisition for the replenishment of stocks and supplies.

Sales Representative (Full-time)

Southwind Automotive Parts Inc. (Sekai Auto Supply), Quezon City, Philippines

Oct 2020 – Current

- Trained and mentored new sales representatives.
- Met with existing customers and prospects to discuss business needs and recommend optimal solutions.
- Retained excellent client satisfaction ratings through outstanding service delivery.
- Developed and delivered engaging sales presentations to convey product benefits.
- Negotiated contracts with clients and developed relationships with key personnel.

Loan Officer Assistant

Promosphere Inc. (Bank of the Philippine Island), Makati, Philippines

Mar 2010 – Sep 2010

- Supported loan processing by compiling applicant documentation such as credit reports, employment verifications, and financial history paperwork.
- Communicated with customers daily to request information and complete paperwork.
- Worked with Loan Officer to create application profile in system and review key information at various stages within process.
- Managed to handle over 80% of the company's client.

Account Executive

American Technologies Inc., Mandaluyong, Philippines

Apr 2008 – Oct 2008

- Built and strengthened relationships with new and existing accounts to drive revenue growth.
- Strengthened customer relationships with proactive and collaborative approach to managing needs.
- Serviced accounts and proposed new products and services to maximize revenue.
- Qualified leads, built relationships and executed sales strategies to drive new business.

Data Entry Clerk

Sharp E-Copy Corp., Makati

Apr 2007 – Oct 2007

- Organized, sorted, and checked input data against original documents.
- Completed data entry tasks with accuracy and efficiency.
- Sorted documents and maintained organized filing process.
- Scanned documents and saved in database to keep records of essential organizational information.

EDUCATION

Tertiary : **Informatics International College**
Advanced Diploma in Information Technology
Mandaluyong City, Philippines
S.Y. 2002 – S.Y. 2004

Secondary : **Jose Rizal University**
Mandaluyong City, Philippines
S.Y. 1998 – S.Y. 2004

Elementary : **Good Shepherd Christian School**
Mandaluyong City, Philippines
S.Y. 1992 – S.Y. 1998

SKILLS

- Knowledge in Truck Parts
- Has excellent 4-wheel vehicles driving skills (M/T and A/T)
- Ability to lift at least 20 kilos
- Inventory Management
- Personnel Management
- Warehouse Management
- Customer Relation and Management
- Effective Time Management
- Ability to work with little supervision and maintain a high level of performance
- Outstanding verbal and written communication skills.
- Proficient in MS Office (MS Word, Excel, Powerpoint, etc.)
- Have strong process orientation and good organizational skills with keen attention to details.

CHARACTER REFERENCE

Mr. John Paul Santos	Retail Branch Manager Southwind Automotive Parts Inc. (Baliuag, Bulacan Branch) +63 949 138 2779 / +63 918 692 1188
Mr. Paul Andrin Pataueg	Warehouse Supervisor Peaksun Enterprises and Export Corporation +63 963 386 3302
Mr. Eddie Gonzales	Owner / Businessman EDVG Construction and Supply Corp. +63 945 125 2000