



JELLIAN CATHERINE SABORDO

GENERAL MANAGER

PROFILE

I am a Bachelor of Arts Major in English Language graduate with almost 16 years of Sales Management Expertise and Sales and Leading People proficiencies. I've managed millions-worth of projects, leading people/teams, coordinating manpower of multiple dealers, jobbers, manage accounts, whole sales retail clients, performing budget planning and allocation, document control, procurement, execution, completion and hand over.

CONTACT

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KEY SKILLS

- Technical Sales
- Excellent Communication skills
- Leading a team and people development
- Conducting/facilitating/training
- Delegation and problem solving
- Resilient and resourceful
- Organize and time management
- Stakeholder Management
- Planning, Decision Making
- Coordination and Collaboration

EDUCATION

Negros Occidental Bago City College
June 2001 – April 2005
BACHELOR OF ARTS MAJOR IN ENGLISH LANGUAGE

WORK EXPERIENCE

COMGLASCO AGUILA GLASS (GENERAL MANAGER)
FEB. 2021–PRESENT
Scope of Work

- Heads the entire SBU (Strategic Business Unit) for topline and bottom-line performance. Leads a large team within and outside Manila.
- Responsible for fulfilment of the overall KPI's of the business in the given areas.
- Responsible for planning and developing the strategy for achieving revenue targets.
- Streaming the sales operations and responsible for expanding business to new potential areas.
- Managing operations to ensure production efficiency, quality, service, and cost-effective management of resources.
- Set-up budget for SBU and effectively implement the same.
- Establishing and maintaining excellent customer relationships.
- Developing a strong team and motivating employees for productivity and performance.
- Ensuring appropriate and satisfactory systems and processes are in place for monitoring performance vs plans and budgets.
- Provide coaching vision and direction to the SBU management team and monitor performance to achieve growth, service and objectives.
- Oversee recruitment and training of new employees.

COMGLASCO AGUILA GLASS (NATIONAL SALES MANAGER)
MAY 2010–MARCH 2019)
Scope of Work

- Monitored and assessed competitor activity to improve competitor advantage.
- Developed business and sales plan strategy.
- Profiled targeted and prospected territory within and beyond existing customer base to expand reach and revenue.

- Client Relations
- Relationship Development
- Microsoft excel and Powerpoint
- Interpersonal Communication

HOBBIES

Biking
 Cooking pastries/deserts/main dishes
 Collecting memories with friends
 Strolling
 Movie watching
 Window shopping

- Created professional sales presentations to creatively communicate product quality and market comparisons.
- Retained existing customers and substantially grew customer base, product line and sales volume.
- Managed relationship building between company and high-paying clients, completing regular visits and providing loyalty discounts.
- Created surveys to gather customer feedback and inform and inform sales strategy.
- Liaised with potential customers to determine needs and provide recommendations.
- Planned and executed promotional in store events to increase business and sales revenues.
- Defined incentives programs to drive staff sales and motivations.
- Used outstanding planning, organization and problem-solving skills to aid smooth day-to-day business operations.
- Developed and facilitated positive team culture and well-being initiatives, aiding staff satisfaction and retention.

GAZILLIONAIRE TRADING (VP SALES)

JUNE 2019–MARCH 2020

Scope of Work

- I opened the company, I was the one who built the company.
- Responsible for importation of goods from Malaysia and China
- Process the in and out in the BOC
- Supply chaining
- Warehousing and Logistics
- Overseeing and leading their sales team to meet and exceed goals.
- Essential duties include hiring, developing members of the company.
- Set KPI's

DYNAPHARM INTERNATIONAL PHILS. (SALES AND OPERATION OFFICER)

SEP. 2008- MAY 2010

SCOPE of Work

- Accomplishes marketing and sales human resource objectives by recruiting, selecting, orienting, training, assigning, scheduling, coaching, counseling, and disciplining employees; communicating job expectations; planning, monitoring, appraising, and reviewing job contributions; planning and reviewing compensation actions; enforcing policies and procedures.
- Achieves marketing and sales operational objectives by contributing marketing and sales information and recommendations to strategic plans and reviews; preparing and completing action plans; implementing production, productivity, quality, and customer-service standards; resolving problems; completing audits; identifying trends; determining system improvements; implementing change.
- Meets marketing and sales financial objectives by forecasting requirements; preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- Develop top performers and evaluate performance, coach and offer feedback.
- Maintain client objectives through stocking and signing products and setting them to schematics. Supply and demand.

VICENZA TRADING / SILVERWORKS (JUNIOR SALES SUPERVISOR)

Jan. 2006 – May 2008

- Show leadership by modeling ethical behavior.
- Ensure employees have a general understanding of the sales and operation and the procedures for making disclosures.
- Provide informal advice.
- Receive disclosures of wrongdoing from employees.
- Protect the identity of all persons involved in the disclosure process and maintain the confidentiality of information collected, in accordance with the Act.
- Protect from reprisal the employee who discloses wrongdoing or who is involved in a disclosure investigation.
- Make recommendations to Managers regarding measures to correct wrongdoing
- Hitting monthly quota
- Generate sales

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CHARACTER REFERENCE

- Character reference upon request.
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