

HERMOGENES DATUL JR

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PROFESSIONAL SUMMARY

Dedicated and detail-oriented Sales Executive Assistant with 3 years of experience in a fast-paced and dynamic environment. Comfortable with a variety of tasks, from manual labor to administrative duties and eager to learn new skills. Seeking a challenging role that allows me to utilize my physical and mental abilities to contribute to the success of your good organization.

SKILLS

Basic Troubleshooting
Photoshop
Printing
Web Designing

Financial Reporting
Negotiation Skills
Client Relationship Management
Knowledgeable with ERP system

Team Leadership
Communication
Warehouse Management
Agricultural farming

PROFESSIONAL EXPERIENCE

Focus Electronics Trading LLC Sales Executive Assistant

March 2024 - present

- Achieved sales goals and service targets by cultivating and securing new customer relationships.
- Researched sales opportunities and possible leads to exceed sales goals and increase profits.
- Negotiated and close profitable sales contracts with new and existing customers to increase loyalty.

Future Star Lighting

February 2023 - February 2024

Warehouse management ERP

- Making daily financial reports.
- Assisting salesman and delivery driver with transporting items.
- Preparing orders from different branches and locations around Abu Dhabi.
- Handling customer accounts using an ERP system.
- Handling petty cash and cheques to clear existing and upcoming payments.

Concentrix Ph Customer Service Representative

February 2018 - December 2022

- Proficient in assisting premier shippers with their domestic and international shipments by U.S largest logistics company FedEx.

Sitel Ph Customer Care Associate

September 2017 - August 2018

- Proficient in enrolling client with their health care insurance and claims
 - Answering clients with their queries about health care.
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Escalating concerns of the customer setting up a service appointment and processing exchange and replacement of appliances.

Focus Electronics Trading LLC
Sales Executive Assistant

November 2015 - March 2017

- Achieved sales goals and service targets by cultivating and securing new customer relationships.
- Researched sales opportunities and possible leads to exceed sales goals and increase profits.
- Negotiated and close profitable sales contracts with new and existing customers to increase loyalty.

Manila water
Administrative Assistant

March 2013 - October 2015

- Experience in monitoring corporate company billing, encoding data, updating information, refilling organizing files, and other administrative tasks.
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EDUCATION

AMA COMPUTER COLLEGE
Bachelor of Science in Information Technology

June 2008 - May 2012

SEMINARS ATTENDED

Microsoft Enterprise Solution
CISCO
Understanding Switch Security issue

August 3, 2011
April 16, 2010