



BIO DATA

- **Name:** Joseph Rizmel I. Clemente
- **Email:** rizmelclemente.J@gmail.com
- **Mobile Number:** +971589134551
- **Location:** Dubai, United Arab Emirates
- **Height:** 5'7
- **Marital Status:** Single

Educational Attainment

Degree: Bachelor of Science in Business Administration Major in Marketing Management
Centro Escolar University, Philippines

Skills

- Creative, Attention to Detail, Adaptable, Team Player, Interpersonal Skills, Customer Service, Active Listener
- Computer Literacy – Microsoft Apps, Social Media Marketing, Facebook Marketplace and Ads, SEO Google ADS

Date 2019-2023: Freelancing

- **Events Coordinator** – Overseeing particular task related to the event planning process, meeting of the vendors for agreements for the venue, supplying resources & staff monitoring
- **Aquaculture and Fishing** - Handling the Financial and Business Operations, Maintaining Equipment & Resources, Harvesting & Product Selling
- **Fashion Business** – Sells Apparel Merchandise such as Shirts, Caps, Jackets & Perfumes

Work Experience

Date 2016 to 2019: Marketing and Sales Coordinator

Al Badia Tobacco LLC (United Arab Emirates)

Function & Responsibilities

- **Data Entry** - Invoicing Sales Invoice, Sales Return, Job order, Purchase Order, Sales Collection, Warehouse to Vans transfer, Petty cash and Sales Expense Funds and Refunds
- **Sales part** - Daily to Monthly Sales Report, Sales Forecasting, Aging Report, Sales Collection Report, Sales Team Daily Routine
- **Marketing part** – Develop & Execute Marketing Campaigns, Analyze Market Trends, Customer Competitor Analysis, Preparing and Monitoring Marketing Materials for Promotions, Product Testing, Field Research to gather valuable insights into products or services they're promoting
- **Merchandising** - Inventory Controlling, Managing Product Displays and Analyzing Sales Data to make Informed Decisions
- **Customer Relationship Management** - Managing Company's Relationships and Interactions with Customers and Potential Customers, Analyzing Feedbacks

Date 2015 to 2016: Field Audit Staff at Mitsukoshi Motors (Philippines)

Function & Responsibilities

- Providing Independent and Objective evaluations of company Financial and Operational Business activities
- Data Gathering, Data Analyzing to identify areas of risk and concern
- Identify Non-Compliance and Violators of the Company Rules, Regulations & Policies
- Seek out Internal Fraud and Theft
- Reporting of Key Findings and Writing Recommendation

References

Any additional recommendations or information will be provided upon request.