

# ELMER L. VALPARAISO

Key Account Specialist



## Contact

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## Skills

Sales and marketing	■■■■■ Advanced
Microsoft Office proficiency	■■■■■ Advanced
Recordkeeping abilities	■■■■■ Advanced
Stocking and replenishing	■■■■■ Advanced
Cash Handling	■■■■■ Advanced
Product and service sales	■■■■■ Advanced

## Work History

2021-03 -  
2023-05

### Key Account Specialist

*Prifood Corporation , Mandaue*

- Obtained pricing deals, negotiated contracts, and solidified beneficial agreements.
- Set up new customer accounts and updated existing profiles with latest information.
- Prospected for new customers in target areas or demographics to bring in new business.
- Adhered to standards of quality and service as well as all compliance requirements.
- Increased sales with execution of full sales cycle processing from initial lead processing through conversion and closing.
- Maintained current knowledge of evolving changes in marketplace.

2019-01 -  
2020-08

### Sales Secondary Account Specialist

*Megasoft Hygienic Products Inc, Mandaue*

- Prepared and submitted timely invoices, statements and payment
- Selected correct products based on customer needs, product specifications and applicable regulations.
- Negotiated prices, terms of sales and service agreements.

2018-07 -  
2019-01

### Sales Secondary Account Specialist 2

*Megasoft Hygienic Products Inc, Mandaue*

- Prospected for new customers in target areas or demographics to bring in new business.

- Monitored service after sale and implemented quick and effective problem resolutions.
- Built relationships with customers and community to promote long term business growth.

**2017-07 -  
2018-06**

### **Senior Sales Associate**

*Megasoft Hygienic Products Inc., Mandaue*

- Monitored sales processes to identify areas in need of improvement and implemented systems to rectify issues.
- Met or exceeded sales objectives on consistent basis to drive company growth.
- Participated in store meetings and product training sessions to understand and sell items.

**2016-07 -  
2017-06**

### **Accounting Clerk**

*Megasoft Hygienic Product Inc., Mandaue*

\*Generated invoices upon receipt of billing information and tracked collection progress.  
\*Inspected account books and recorded transaction.

**2015-05 -  
2016-07**

### **Warehouse Lead**

*Golden Dragon Fast Craft Builders, Inc.,  
Mandaue*

- Managed day-to-day operations of warehouse, freight and parcel shipments, returns, and transfers.

**2014-01 -  
2015-05**

### **Warehouse Staff Member**

*Surface Technology International Philippines,  
Lapu-Lapu*

- Used hand-held devices and computers to record and monitor inventory levels and completed audits to uncover and address inaccuracies.

**2012-05 -  
2013-12**

### **Room Attendant**

*Marco Polo Plaza Hotel, Cebu*

- Engaged with guests on room requirements

and amenities to promote overall satisfaction.

**2011-02 -  
2012-04**

### **After Sales Officer**

*MSS Cycle Trading (Motorstar), Cebu*

- Identified and qualified new distributors to increase market share in key territories.

**2007-04 -  
2010-10**

### **Working Student**

*Cebu Central Realty Corp. (Elizabeth Mall), Cebu*

- Completed pre-cleaning duties by setting up cleaning carts with fresh linens, cleaning supplies, and requested guest supplies.

## **Education**

**2006-06 -  
2010-10**

### **Bachelor of Science: Customs Administration**

*University of Cebu - Cebu, Philippines*

## **Certifications**

**2022-03**

Effective Communication Training-Prifood Corporation

**2019-09**

Developing the High Performer and Influence in You -Megasoft Hygienic Products Inc 2019

## **Accomplishments**

Certificate of Recognition

- Top Performer able to hit the yearly target 2022
- For being the Top Performer Salesman of the year - June 2019