

KEITH JAYSON H. EVANGELISTA

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OBJECTIVE

Seeking a position in Senior sales & would like to offer my salesmanship skills, along with my extensive experience in the field, towards the growth of the Organization. I intend to use my professional expertise in this field along with my knowledge, towards expanding the customer base of the organization.

PERSONAL PROFILE

Age	: 35
Date of birth	: October 3, 1989
Height	: 5'11
Nationality	: Filipino
Status	: Married
Sex	: Male
Passport number	: P5445531B
Driving license	: 86858557

EDUCATIONAL ATTAINMENT

COLLEGE : **Certificate in Physical Therapy**
University of Perpetual Help Biñan, Laguna
Year 2006 – 2010

WORK EXPERIENCE

- **Sales Executive & Project Coordinator**
Rawaea Al Manal Trading
North Al Ghubra
Muscat, Oman
July 2021 - Present

- **Sales Supervisor**
National Natural Honey Co. LLC
North Al Ghubra
Muscat, Oman
December 2019- January 2021

➤ **Sales Executive**

Abu Zaki Trading
Al Maabilah
Muscat, Oman
February 2, 2016 – November 2019

➤ **Sales Executive**

Leading Rabia Company
Under by Finland Optical Center
Seeb City Centre
Muscat, Oman
May 07, 2014 – January 17, 2016

➤ **Sales Representative**

Luban Trading Co. LLC- Oman
Muscat, Oman
July 17, 2011 to April 25 2014

➤ **Sales Associates**

Guess Shop
Alabang Branch
Manila, Philippines
June 2010 to April 2011

JOB DESCRIPTION

- Oversees procurement, sourcing, and contracting of materials, supplies, equipment and services.
- Maintains complete updated purchasing records/data and pricing in the system.
- Responsible for the preparation and process purchase and documents in accordance with company policies and procedures.
- Responsible on giving the best customer service
- Responsible on increasing the sales
- Responsible and accountable for ordering the correct volume and mix of product to service the outlets
- Keeping in contact with existing customers in person and by phone
- Making appointments with and meeting new customers
- Agreeing sales, prices, contracts and payments
- Promoting new products and any special deals
- Advising customers about delivery schedules and after-sales services
- Recording orders and sending details to sales office
- Giving feedback on sales trends
- Maintaining the proper arrangements of the items in the area
- Provided clients with great quotations
- Helping customers with their needs and answering questions related to purchases or products
- Knowledge on the products and services
- Communicated any new products to our customers
- Assist customers with selecting the right products

- Responsible to make sure that the customers are satisfied with their purchases
- Promoting newly-arrived products for customer's future inquiry
- Practice good customer handling and selling techniques to all the products
- Keeps and maintains a clean and desirable environment at all time

SKILLS

- Computer Literate
- Ambitious and highly motivated to meet demands of the job
- Excellent sales and negotiation skills
- Good communication and 'people skills'
- Confidence, motivation and determination
- Having the ability to work well on my own and also as part of a team
- Good organizational and time management skills
- Having the ability to deal with rejection
- Attention to given detail & sales targets
- Enhancing always and developing in-depth knowledge about products and markets
- Good business sense and a professional manner.

TRAININGS ATTENDED

- **Basic Occupational Safety and Health (BOSH)**
Unit 1A, Amorosolo Condo., 110 Amorosolo Street Legaspi Village, Makati City
October 7-11, 2013
- **Carmona Physical and Occupational Therapy Clinic**
Carmona Cavite, Physical Therapy Assistant
- **Community Based Rehabilitation**
Las Piñas City, Physical Therapy Assistant
- **Rehabilitation Medicine Department**
Biñan Laguna, Physical Therapy Assistant
- **Ceramic Tile production & Product Technical Training**
Al Maha Ceramics SAOG, Sohar, Sultanate of Oman

REFERENCES

Available upon request.

I hereby certify that the above information is true to the extent of my knowledge.

Keith Jayson H. Evangelista