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**Lorenzo M. Garcia**

23 Street Villa #15 Al Jafiliya

Dubai U.A.E

Mobile 0543 129 616

E-mail: lgarcia0836@yahoo.com

**Career objectives:**

To pursue a higher level and challenging position that will utilize my skills and offer growth, highly motivated , hard working , has the ability to multi-task effectively and posses proven ability to innovate things.

**Working experience**

**Company Name** : **BAGASON MIDDLE EAST GEN. TRDG L.L.C**

**From – To**  : November 2015 – November 2017

**Address** : AL. Quoz Ind. Area 3 Dubai

**Position** : **Salesman Merchandiser**

**Duties & Responsibilities:**

* Manage the stock level and deliverys.
* Allocate and manage staff resources according to changing needs;
* Liaise and negotiate with customers and suppliers;
* Develop business by gaining new contracts, analyzing the Sales problems and producing new solutions;
* Understand, work with and possibly help to develop e-commerce;
* Continually try to improve and develop business performance within the constraints of legislation, fuel costs and rising environmental pressures.
* Prepares regular reports to management.
* Communicates issue of purchase order to supplier.
* Recommends and participates in the qualification process of alternative suppliers for their assigned commodity.
* Identify, communicate and respond to opportunities to impact sales and customer satisfaction with each customer.
* Build rapport, develop and expand customer relationships with each customer by understanding individual requirements/expectations and meeting their needs.
* Primary responsibility of informing, advising and installing ADT security systems for residential accounts
* Sales skills, personal growth, high energy and ability to grow within this fast- paced organization is a must!

**Company Name** : **Perpetual Home Appliances**

**From – To**  : February 2009 – August 2014

**Address** : Fliridablanca Pampanga

**Position** : **Salesman/Cashier/Headsales**

**Duties & Responsibilities**

* Responsible for the incoming and outgoing stocks.
* Coordinates to Management regarding the Sales
* Coordinates with supplier regarding the deliveries.
* Informs Materials Department regarding delivery of incoming shipment.
* Preparing monthly reports and inventory.
* Conducting customer need analysis and presenting the customer with possible solutions
* Understanding a product’s functionality and possible problems and figuring out a way to handle them
* Determining the best products to meet the requirements of a customer
* Assisting the sales department
* Providing technical expertise on products and/or service
* Taking part in exhibitions, conventions and other events to help in the sales of products and/or service
* Train colleagues and sales personnel on basic technical aspects of a product and/or service
* Have in-depth technical knowledge about the products, their working and their pros and cons
* Sending technical specification to potential buyers along with the sales quotes
* Revising and improving technical manuals

**Company Name** : Octagon Computer Store

**From – To**  : March 2007 – February 2008

**Address** : Sto. Rosario St. Angeles City

**Position** : Sales Technical

**Duties & Responsibilities**

* Maintains promotional database by inputting invoice and bill-back data.
* Updates managers by consolidating, analyzing, and forwarding daily action summaries.
* Resolves order and inventory problems by investigating data and history; identifying alternate means for filling orders; notifying managers and customers.
* Resolves promotional allowance, rebate, and pricing discrepancies by researching promotion details and regular and special prices; forwarding resolution to managers.
* Provides product, promotion, and pricing information by clarifying customer request; selecting appropriate information; forwarding information; answering questions.
* Provides sales vs. projection results by preparing and forwarding sales tracking reports.
* Forwards samples by entering request; arranging shipment; notifying customer.
* Maintains customer database by inputting customer profile and updates; preparing and distributing monthly reports.
* Prepares sales presentations by compiling data; developing presentation formats and materials.
* Tracks sales expenses by tracking, consolidating, analyzing, and summarizing expenses; forwarding for reimbursement.
* Updates job knowledge by participating in educational opportunities.
* Accomplishes department and organization mission by completing related results as needed.

**Educational Attainment :**

SY 2001-2003 **Collegio De San Pedro** **– Laguna**

Associate in Computer Science

SY 1996-2000 **Saint Augustine Academy**

SY 1990-1996 **Floridablanca East Central Elem. School**

**Personal Data**

**Birthday**: May 08, 1983

**Height**: 5’9”

**Weight**: 170 lbs

**Religion**: Roman Catholic

**Citizenship:** Filipino

**SSS: 02-2148705-9**

**Tin#: 279-821-641-000**

**skills**

1. PC Troubleshooting 2. Basic Software Designing (Programming)

3. Practical Electricity 4. Networking Installation

5. Driving Motor Vehicle 6. Advanced in all MS Office Application

I hereby certify that all the above statements and information are true and correct with the best of my knowledge.

**Lorenzo M. Garcia**