

Mark Anthony Gonzales

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JOB OBJECTIVES

Dedicated in administrative professional with excellent customer service skills. Interested in opportunities in all industry focusing on sales, customer care, and office management.

QUALIFICATIONS & SKILLS

- Diploma in Auto-CAD
 - Adobe Photoshop
 - Designing & Analyzing
 - Familiar with planning & budgeting
 - POS System
 - Possess strong written and verbal communication skills
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WORK EXPERIENCE

CASHIER & SALES PERSON

BALLOONS CO. LLC

FEBRUARY 2021 – MARCH 2022

Job Description:

- Receiving and processing purchase orders.
- Issuing sales transaction invoices.
- Verifying orders, including customers' personal information and payment details.
- Contacting customers by phone or email to answer queries and obtain missing information.
- Maintaining and updating sales and customer records.
- Compiling monthly sales reports.
- Expediting orders through internal liaison.
- Directing feedback from customers to relevant departments.
- Identifying new products to add to those on offer.

SALES COUNTER PERSONNEL

AL SULTAN BAKERIES

APRIL 2018 – JULY 2020

Job Description:

- Respond to any queries and give every information that a customer needs
- update the product details with any of the resources working in a continuous manner
- Ensure that each product is stacked as per their location in the warehouse and organize it effectively
- Processing orders via email or phone.
- Maintain and update sales and customer records.
- Ensure sales targets are met and report any deviations.
- Stay up-to-date with new products and features.

LOGISTICS AND INVENTORY OFFICER

MAYUMI WHITE ENTERPRISES

AUGUST 2016 – APRIL 2017

Job Description:

- Carry out packing, crating, and warehousing, and storage duties in preparation for shipment.
- Oversee customer based queues and plan and allocate tasks to meet configuration requirements
- Responsible for tracking, receiving, and stocking all items ordered
- Ensure materials are appropriately stored

- Program the final inventory of materials prior to shipment
- Provide a list of all equipment moved from the consolidation areas into sponsor shipping channels to project coordinators
- Carry out annual property inventory and provide other report in his area of responsibility.
- Supervises the flow of goods from manufacturer s to warehouses and from these facilities to point of sale
- Produce summary or report s of accomplished tasks on a daily basis
- Responsible for communicating with customers on daily requirement and orders

AUTOCAD OPERATOR, ESTIMATOR & PHOTO SHOP EDITOR
GROUND SCAPE MANAGEMENT CORPORATION

INDUST RY: LANDSCAPES ENGINEERING COMPANY

JULY 2015 – MAY 2016

Job Description:

- Producing rough sketches and using CAD software to prepare detailed drawings, plans, and blueprints.
- Created, edited, and maintained engineering drawings utilizing Auto CAD
- Provided field work to assist with design, modification and installation of engineering projects
- Assisted engineers in daily work and design projects
- Assisting sales and design engineers in preparing CAD drawings in Auto CAD Preparing and storing designs or blue prints in project file system
- Meeting clients with sales engineers and understanding their plans for Incorporating in drawings
- Coordinating with project managers on the status of construction projects

SITE ACQUISITION OFFICER
SHOWYA TELECOMS INC.

INDUSTRY: TELECOMS SERVICES

MARCH 2015 - JUNE 2015 (PROJEC T BASED)

Job Description:

- Lead candidate selection, data collection, and validation efforts in a new small cell project.
- Submit zoning and permitting applications and obtain all county/state land use approvals as required.
- Prepare lease packages and documents as required by customer
- Facilitate communication meetings between and project teams and internal organizations.
- Help meet project deadlines and drive the project forward with support of the project manager and other resources.
- Facilitate project tracking and scheduling requirements and maintain all project information and documentation.
- Be able to take ownership of data collection, validation efforts and associated in-house and customer database updates.
- Obtain and verify documents which proof ownership of the land in question
- Attend to any queries that the land owner might have
- Take panoramic photos of the surrounding areas and get the services available in the area i.e electricity, condition of the road among others.

CUSTOMER SALES REPRESENTATIVE
BLUEBEAN INC.

2014-2015

Job Description:

- Open and maintain customer account s by recording account information.
- Maintain working relationships with existing clients to ensure exceptional service and identification of potential new sales opportunities
- Identify appropriate prospects, set appointments, make effective qualifying sales calls, and manage sales cycle to close new business in all service categories offered

- Possess in-depth product knowledge and be able to conduct demos and relay objection handling
 - Prepare professional, complete, concise and accurate reports, proposals, booking packages, and other documentation as required for executive-level presentations
 - Achieve sales goals by assessing current client needs and following an defined selling process with potential buyers, often utilizing product demos and presentations
 - Offer information on product lines, service offerings, and demonstrations.
 - Followed-up on purchases, inquired about satisfaction, and suggested additional items or services
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EDUCATION

AUTO CAD - OPERATOR

MERALCO FOUNDATION INC

MAY 2014 – JUNE 2014

COMPUTER SYSTEM DEVELOPMENT AND PROGRAMING (CSPD)

AMA COMPUTER LEARNING CENTER

2012 – 2014

PERSONNAL INFORMATION

Date of Birth : April 08, 1992

Passport Number : P0331145A

Visa Status : Visit Visa

Marital Status : Single

Nationality : Filipino