

MYKEE MIGUEL

Head Of Sales

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📍 Dubai



EXPERIENCE

Salesforce Administrator

Frontrow Enterprise

📅 08/2021 - 05/2024 📍 Quezon City, Philippines

- Products Promotions by boosting on different social media platforms.
- Increased quarterly sales revenue by 15% by spearheading a new customer loyalty program.
- Managed a client base of 200+ customers, ensuring personalized service for each.
- Client, Supplier and Customer Management, including but not limited to updating of information, processing of Credit applications, Monitoring of shipping locations and freight charges to be used.
- Served over 70 customers monthly, handling inquiries and providing personalized solutions.
- Handled 500+ transactions monthly, maintaining detailed sales records in Excel.
- Enhanced customer retention by 20% by creating a personalized follow-up protocol.
- Processing of credit card transactions for clients' orders.
- Responsible for producing Daily, Weekly and Monthly and Year-to-date Sales Report.
- Closed 100 high-value deals annually by leveraging advanced negotiation skills.
- Boosted average transaction value by 20% through personalized upselling techniques.

Billing and Collection Assistant

Gardenia Bakeries Philippines Inc

📅 12/2020 - 03/2021 📍 Philippines

- Auditing manual and systemized sales invoices, delivery receipts and purchase returns in order to move forward to billing and collection
- Analyzing and adjusting discrepancies in goods and cash shortages of salesmen
- Reconciling sales and shortages and providing shortage summary reports
- Supervising personnel
- Managed a portfolio of 50+ customer accounts for billing issues.

Accounting Assistant

Mandurriao Star Inc

📅 06/2019 - 06/2020 📍 San Fernando (The SM Store)

- Daily audit of bank transactions, voided transactions, and services
- Weekly inventory count and cash count
- Semi-monthly processing of payroll cashiers' allowances and deductions as well as adjusting accruals on allowances
- Monthly cash reconciliation, billing, assisting in financial statement preparation
- Used Oracle for manual entries and adjustments
- Other administrative tasks

EDUCATION

Bachelor of Science in Accountancy

St. Thomas More College- Clark

📅 01/2017 - 01/2018 📍 Clark, Philippines

Bachelor of Science in Accounting Technology

Holy Angel University

📅 01/2013 - 01/2017 📍 Angeles City, Philippines

SUMMARY

Enthusiastic Head of Sales with a proven track record in boosting revenue, managing client relationships, and implementing successful customer loyalty programs. Experienced in social media marketing, negotiation, and Salesforce administration. Proficient in MS Office and skilled in enhancing sales processes. Demonstrated ability to drive sales growth through personalized solutions and advanced negotiation tactics. Excited to leverage expertise in sales and technology to contribute to a dynamic team and advance the company's mission.

INDUSTRY EXPERTISE

Sales



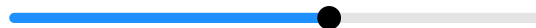
Social Media Marketing



Negotiation



MS Office



STRENGTHS



Salesforce Expertise

Managed Salesforce processes efficiently across sales and finance departments.



Client Management

Managed a client base of over 200 customers, providing personalized service.



Negotiation Skills

Closed 100 high-value deals annually using advanced negotiation techniques.



Social Media Marketing

Enhanced product promotion through various social media platforms.

LANGUAGES

English

Proficient



Filipino

Native

