

MA.THERESA G. VILLAMARTE

Secretay cum Sales Coordinator

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WORKING EXPERIENCE:

ILAHUI, DUBAI — SALES SUPERVISOR

APRIL 2021 - PRESENT

- Supervise and motivate the sales team to meet targets.
- Set sales targets and monitor performance.
- Address customer concerns and ensure satisfaction.
- Act as a liaison between management and the sales team.
- Ensure pricing is correct,work on store display, coach ,train.
- Ensure items are in stock and maintain inventory.

TRAVEL AND TOURS,PHILIPPINES - Tour Guide / Secretary

February 2014 -2019

- Planning and organizing tours
- Arrange transportations,and entry tickets
- Share fascinating stories about landmarks,history and traditions.
- Respond to inquiries and provide travel recommendations.
- Assist in promoting tour packages and special deals.

ICOAST, PHILIPPINES — WAREHOUSE STAFF

November 2010 - 2013

- Directly responsible for receiving incoming parts from various suppliers.
- In charge of physical counting of all parts received.
- Responsible in the issuance of materials to product line
- Manage stock levels,ensuring accuracy in the inventory.

EDUCATION:

SAINT FRANCIS OF ASSISI - COMPUTER SECRETARIAL

SKILLS ATTRIBUTE:

- Good communication,customer service and relationship - building skills.
- Team working skills
- Organisation and time management
- Attention to details
- Negotiation skills
- Assertiveness
- Tact, discretion and diplomacy

SKILLS:

- Knowledgeable with latest computer technology
- MS Office
- MS Excel
- Cash Registry/ POS
- SAP