



JOHN PAUL J. PASCUA

Mobile No. : 050-794-1278

Deira, Dubai.U.A.E.

E-mail : jpaul_1419@yahoo.com

Position Desired: Sales Executive

PERSONAL DETAILS

CIVIL STATUS : Married
DATE OF BIRT : February 19, 1981
NATIONALITY : Filipino
VISA STATUS : Residence
DRIVING LICENSE : Dubai License

EDUCATIONAL BACKGROUND

COLLEGE: Saint Mary's University
Bayombong, Nueva Vizcaya
COURSE : Bachelor of Commerce
Major in Computer Science 1998 – 2003

HIGH SCHOOL : Aldersgate College
Solano, Nueva Vizcaya 1994 -1998

ELEMENTARY: Solano East Central School
Solano, Nueva Vizcaya 1988 -1994

QUALIFICATION:

13+ years experience in Sales and 5 years in Warehouse environment. A dedicated and self-motivated professional with extensive experience in Sales and Warehouse possessing excellent communication skills , hardworking, passionate, enthusiastic, great respect to the superiors and work colleagues and driven to succeed in any tasks that I am given. A team player that is able to meet goals in highly efficient and professional manner.

EMPLOYMENT QUALIFICATION

Sara Group Holdings LLC – Dubai, U.A.E.

Sales Executive- April 2016 at present

Job description:

- ✓ Develop and maintaining good relationship with the client and opening new accounts to increase sales.
- ✓ Promoting the brands & encouraging the sales through various promotional activities.
- ✓ Reviewing sales performance, negotiating contracts, aiming to achieve monthly and annual target.
- ✓ Visiting assigned outlets daily, ordering ,checking expiry date of products and avoiding zero stocks on the shelves.
- ✓ Taking orders and follow up execution of orders and dispatched it on time.
- ✓ Coordinating to my merchandisers for upcoming promotion to their respective doors.
- ✓ Sending promotion proposal to the client.
- ✓ Sending daily sales and collection reports to Supervisor and Managers.
- ✓ Responsible to follow up payments and collection from the client.
- ✓ Attending team meetings and sharing best practices with them.

Sara Trident Emirates LLC – Dubai, U.A.E. Merchandiser – May 2009– April 2016

Job description:

- ✓ Responsible in setting correct prices to maximize profits, sorting and cleaning the stocks and manage the performance of the range.
- ✓ Checked stocks and arranged LPO to achieved monthly target
- ✓ Planned promotions and also oversee the delivery and distribution of the stocks and deal with problems with the suppliers as they arise, and collect cheque every month.
- ✓ Worked closely with buying trends to accurately forecast trends, planned stocks levels, check short expiry items and monitored sales.
- ✓ Communicated with respective Sales Manager/Executive regarding sales issues/objectives.

Sara Trident Emirates LLC – Dubai, U.A.E.

Warehouse Assistant –June 2004- May 2009

Job description:

- ✓ Checked and inspected goods received and ensured they are of accurate quantity, type, and also acceptable quality.
- ✓ Prepared deliveries, Picked, packaging and labeling products before dispatched.
- ✓ Controlled the flow of stock through a warehouse, monitoring goods in and out, safely and efficiently moving and handling items.
- ✓ Organized and maintained records of inventories up to date.
- ✓ Maintained the cleanliness and arrangement of the stock in.

Nova Motors Corporation – Solano, Nueva Vizcaya, Philippines

Marketing Assistant – June 2003 to November 2003

Job description:

- ✓ As a Marketing Assistant, I partly joined the sales team in promoting and selling the company's products, which dealt with motors.
- ✓ My job was to check and sort out the qualities of the finished motors as ready for market. From being marketing, I was shifted to do credit supervisor, data encoder and assisted in the documenting and filling the company products.
- ✓ Responsible to follow up payments and collection from the client.
- ✓ Prepared Sales letters, invoices, quotations, purchased orders and other documents.