

ROD CONRAD OCAMPO

Dubai, UAE

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CAREER OBJECTIVE

Qualified candidate seeking a professional position to utilize **Administrative, Managerial, Sales & Operation Skill sets**.

PROFILE AND CORE COMPETENCE

- ⇒ Passionate and experienced in Managerial, sales, administration and operations having more than **15 years** of UAE experience.
 - ⇒ Demonstrated competencies in handling multiple functions encompassing general administration, accounts, diary and travel coordination, procurement, research and presentation, customer service, human resource, insurance and database management, executive operations support and public relations service.
 - ⇒ Taking initiative in communication among coworkers by effectively interacting with people from diverse cultural background and building excellent peer relationship.
 - ⇒ Proven in carrying out multiple tasks simultaneously, performing well under pressure, maintaining strict confidentiality of company records. Proactive and efficient team player with excellent analytical, problem solving, organization coordination, communication, and interpersonal skills.
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| <ul style="list-style-type: none">• Expertise in HR & Administration Functions• Proficient in Business Communication• Well versed in Corporate Insurance management• Knowledge in Accounts and Payroll System• Time Management Skills | <ul style="list-style-type: none">• Extensive knowledge in travel coordination• Performance Driven & Strong Team Leader• Database and document management skills• Adaptable to Dynamic Business Scenario• Management and Operations software expert |
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CAREER OUTLINE

Gulf Tech Automation (Industrial Automation)

Sales Manager -Drives, Motions and Controls (January 2020 till February 2022)

Responsibilities:

- Maintains and manages specific industrial areas of existing clientele's sales requirements and provides after sales support and continuously building positive client relations.
- Design and implement a strategic business plan that expands company's customer base and ensure the company's products strong presence in the market.
- Establishes and adjusts selling prices in coordination with management by monitoring costs, competition, and supply and demand.
- Manages the company email / phone and responds accordingly and follow up on offers including generating new leads for the organization and turning these into sales and provides product introduction.
- Monitor lost sales via salesforce and follow up on clients with proper feedback while developing better and enhanced positive sales approaches. Including inert client status.
Generate and share regular sales and revenue reports and strategies related to sales development for prompt and effective decision-making by management for forecasting (Daily and weekly sales meetings)
- Coordinates and manages cases with the engineering team for daily and weekly site work schedules including deliveries to all clients.
- Work and manages the Panel Estimation, assembly, and engineering team in developing complete package solutions in terms of sales requirements and provides proposals to industrial clients. (Complete VFD package solutions)
- Coordinates with Marketing team in terms of sales advertisement platforms to boost sales and develop better promotional plans.
- Proactively pursue new business and sales opportunities including company visit to generate probable contacts from Maintenance and procurement.
- Conduct weekly and daily schedule meetings to existing clients to maintain business relations and make sure they perceive our support in all aspect.

Gulf Tech Automation (Industrial Automation)

Inside Sales / Administration and Warehouse in-charge (Feb. 2016 to December 2019)

Responsibilities:

- Manages the company email / phone and responds accordingly and follow up on offers including generating new leads for the organization and turning these into sales and provides product introduction.
- Initiate and develop a strong relationship with assigned verified sales leads and existing clients.
- Maintains client base records via ERP / Salesforce for sales, administration, and operations.
- Build reports to provide management with in-depth insights on sales and operation activities.
- Contributes to the development of new ideas and methods to improve key processes which are essential to daily operations.
- Evaluates local warehouse, material, consumable suppliers including purchase agreements.
- Receives import supplier shipments from Europe (Mainly Germany, US, and Japan) and updates inventory records including unloading of all physical shipments, order, receive, sort, and handle all materials / products into the warehouse and makes sure that all are correctly placed and stacked in respective racks always considering safety precautions.
- Manage and handle shipments. Loading, and unloading of products for both imports and exports.
- Handle and operate necessary tools and equipment's in the warehouse.
Maintain an up-to-date filing system for the administration and operations department to ensure that documents are available when required
- Handles the petty cash for inflow cash sales and expenses.
- Coordinates with exhibition contractors. Handles exhibitions and communication with organizers for MEE exhibitions and supervise during build up and removals of products on site.
- Handles maintenance of company vehicles and all required repairs.
In charge for renewal of LLC company and all government requirements related to licenses to operate.
- Cost-effective management of business travel related to site visits, trainings in its entirety starting from organizing visas arrangements, tickets to ensure that employees who travel are fully supported.

Korea Gas Corporation Middle East- Dubai, UAE (Oil and Gas industry)

Office Administrator / Administration Executive (June 2006 to December 2015)

Job Responsibilities:

- Supervise all activities related to Document control and safekeeping, including commercial correspondence, cargo and SGS inspection, LNG maps and easy access to retrieving files from requests.
- Manage all corporate and personal bank related issues of the company including bank accounts, credit and debit cards, T.T transfers, cheque and cash payment and disbursements, withdrawals, and deposits.
- In charge for all contract maintenance and renewals for office and apartment leasing, vehicle leasing, maintenance contracts for office machines, fit out companies for interiors, cleaning companies and construction firms.
- Manage the company's requirements and arrange for licenses, visas, tests, certificates, and approvals in relation with government departments such as Emirates post, RTA, Dubai Police, Ministry of Foreign Affairs, DNRD, MOL, Economic development and ministry of economy. In addition, coordinates with our UAE sponsor for any company related issues.
- Manage the Insurance policy of the company covering medical, travel and vehicle. From filing and submission of claims, renewals, new applications, premium negotiations, cards distributions and database update for all employees.
- Responsible for arranging business visas, tour plans, hotel reservations, corporate client meetings, embassy, and consulate visits, managing corporate events, ticket reservations for the CEO, managing directors, senior managers of the company. Directly coordinating with the Korean consulate in Dubai for any urgent matters and request.
- Manage business presentations by means of research including transcribing, formatting, editing, inputting, and retrieving data and details. Participating in client meetings and appointments as well.
- Manage the procurement of all office items and equipment needed by the operations and administration department.
- Responsible for arranging meeting and conference rooms, teleconference equipment, appointments as required.
- Manage the company's monthly expenses including petty cash allocation, miscellaneous bills, and payments for DEWA, Etisalat/du, supplier and vendors invoice, and other payments as deemed necessary. In addition, provides coordination and assistance with monthly, quarterly, and yearly accounting reports to HQ.

- Coordinates with the HR manager for new recruitment and provides orientation related to company procedures and UAE labour law. Including arrangement of contracts and salary negotiations.
- Manage all the schedules of the directors and senior managers, and if required work after office hours and weekends.
- Supervise daily activities of the Front office area. Including receiving guests, handling multiple calls from switchboard and coordinates with reception, office assistance and drivers for any issues and requirement.
- Liaise with Head office, Qatar and Oman branches for any requirements and complies that request are communicated, processed, and arranged.
- Coordinates with Academic and Training institutions in Dubai for schooling of all Senior post dependents and up to date specialized training for technical and non-technical employees for Middle East Office.
- Executing any Ad Hoc duties delegated by the General Manager and Senior Managers.

Yale's Furniture, Manila-Philippines

Showroom Manager (February – May 2006)

Job Responsibilities

- Conducts research for new trends in the furniture business.
- Review and evaluates sales reports and coordinates with the company owner.
- Develop business plans and strategies to pursue new market including rental contracts.
- Maintains the shops overall look in terms of cleanliness and design.
- Provides effective after sales communication with clients.
- Integrates training and development for all employees.
- Evaluates and respond to a great deal of inquiries and feedbacks from customers.
- Prepares and handles all accounting reports including discrepancies with banks.

Maynilad Water Services Inc. Manila-Philippines

Evaluator / Assessor – contract based (August 2005 – January 2006)

Job Responsibilities

- Manage and updates the Anti-Illegal database of the company.
- Provides daily job tickets for field investigators including reconnection and disconnection.
- Arrange and file demand letters to be delivered to consumers with illegal connections.
- Manage the acquisition of payments from consumers for monthly installments as agreed in payment contracts.
- Provides area visits together with the operations team for illegal water connection inspection.

Pilipinas Teleserv, Manila-Philippines

Customer Service Representative-contract based (March – August 2005)

Job Responsibilities

- Receives inbound calls regarding inquiries, complaints, request, suggestions for the telecom provider and complies effectively as per company policy.
- Coordinates with CSR team leader for any revisions of current policies and procedures.
- Build customers interest thru phone conversations for new products and services offered by the company.
- Take customer complaints and develop support cases and assist clients with appropriate solutions.
- Update the database for Customer Status Information

TRAINING AND INTERNSHIP

Rustans Commercial corporation, Manila-Philippines

Internship (August – December 2004)

- Assist in providing daily sales reports from different retail branches.
- Assist in developing event plans, PR activities and creative product launch ideas.
- Assist in developing marketing strategies and execution plans for advertising.
- Ensures brand consistency thru after sales communication.
- Coordinates with PR team for media exposures of new products.

- Assist in research and surveys for feasibility studies.

ACADEMIC CREDENTIALS

- ☐ **Bachelor of Science in Commerce (BSC)- Business Management and Administration major in Marketing**
San Beda College, Manila-Philippines - 2005
- ☐ **Primary and Secondary Education**
San Beda College, Manila-Philippines

SEMINARS AND TRAINING

- ☐ Marketing Summit –Marketing Institute of Singapore 2002
- ☐ Corporate Public Relations Seminar in Manila 2004
- ☐ Creative Team Building –BPO 2005
- ☐ Communication and Time Management Training –KOGAS Dubai 2008 and 2012
- ☐ Know Your Rights- Workplace Ethics – KOGAS Dubai 2015
- ☐ Motortronics Online training for Softstarter Products

IT SKILLS

- ☐ MS™ Office
- ☐ Adobe
- ☐ Quick Books
- ☐ Systems Application and Products-SAP
- ☐ Social Media applications and Internet Navigation
- ☐ ERP
- ☐ Salesforce
- ☐ XERO

PERSONAL DETAILS

Nationality	:	Filipino
Date of birth	:	March. 20, 1981
Sex/Civil Status	:	Male/Married
Visa Status	:	UAE Resident VISA
Languages	:	English and Tagalog
Driving License	:	United Arab Emirates / Philippine