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**Alvin E. Montoya**

**Home Address : Al Wakra Doha Qatar**

**Email Address :** alvinmotoya34@gmail.com

**Mobile No : 974-50170920**

**Position Desired** : **SALES REPRESENTATIVE**

**OBJECTIVES:**

To obtain a challenging position and strive for excellence with dedication, proactive approach, positive attitude and passion towards the work that will fully utilize my logical and reasoning abilities in the best possible way for the fulfillment of personal and organizational goals.

**EMPLOYMENT HISTORY:**

***April 2022 - Present***

Company : Challenger Limousine Rent a Car, Qatar

Position : Limousine Driver

***August 3, 2003 – February 5, 2005***

Company : SM Appliance Center (SM City North Edsa)

Position : Sales Dispatching Clerk

***April 20, 2005 – February 5, 2007***

Company : Wheels Inc. (Hyundai E-Rodriguez)

Position : Sales Executive

***December 3, 2007 – January 25, 2008***

Company : Group Distribution, Doha, Qatar

Position : Store Keeper

Functions :

* Forecasting sales for the forthcoming budget period: This involves estimating consumer demand and the impact of changes in the retail environment.
* Work closely with the visual display staff and department managers to decide how goods should be displayed to best attract customers’ attention.
* Travel to different stores to actually check the response to various items in the merchandise.

***January 25, 2008– February 5, 2009***

Company : Group Distribution, Doha, Qatar

Position : Merchandiser

Functions :

* Maintain an awareness of all promotions and advertisements.
* Communicate customer requests to management.
* Assist in completing price changes within the department.
* Participate in year-end inventory.
* Any other tasks assigned from time to time by manager.

***February 5, 2009 – November 30, 2012***

Company : Group Distribution, Doha, Qatar

Position : Salesman

Functions :

* Monitor all placements for store section and allocate resources appropriately.
* Manage and evaluate all financial documents, prepare reports and initiate all sales decision.
* Develop good customer care service programs and perform regular troubleshoot on same.

***October 2014 – 2016***

Company : Lords Household & Gifts Company

Position : Sales Associate Customer Services

Functions :

* Maintain and develop effective selling network and manage trade for same.
* Manage all general orders and special assignment for organization.
* Greeted customers and determined their needs and wants
* Discussed type, quality and number of merchandise required for purchase
* Recommended merchandise based on individual requirements
* Advised customers on utilization and care of merchandise
* Provided advice to clients regarding particular products or services
* Explained the use and advantage of merchandise to customers
* Answered customers’ queries and concerns
* Showed the live working of merchandise
* Quoted prices and discounts as well as credit terms, trade-in allowances, warranties and delivery dates
* Prepared sales contracts and accepted payment through cash, cheque & credit card
* Assisted in display of merchandise
* Maintained sales records for inventory control

***September 16, 2021– January 20, 2022***

Company : San Miguel Corporation

Position : Machine Operator/Production Crew

Functions :

* Handling production equipment.
* Assembling and inspecting machinery parts.
* Monitoring product shipment.

**PERSONAL INFORMATION:**

Age : 39

Date of Birth : August 15, 1983

Civil Status : Married

Nationality : Filipino

Gender : Male

Holder

Height : 5’3’’

**EDUCATION:**

**TERTIARY:**

**Manuel V. Gallego Foundation Colleges**

B. S. Criminology (Undergraduate)

Cabanatuan City, Philippines 3100

2000-2003

**SECONDARY:**

 **Putlod San Jose National High School**

 **Putlod, Jaen, Nueva Ecija**

1996-2000

**PRIMARY:**

 **Ulanin Pitak Elementary School**

Ulanin Pitak Jaen Nueva Ecija Philippines

1990 – 1996

**SPECIAL SKILLS:**

* Computer Literate (MS Word, Excel)
* Good communication skills
* Qatar Driving License Holder

I hereby certify that the above information is true and correct.

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 **Alvin E. Montoya**