



CURRICULUM VITAE

KENNETH LAYON

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Doha, Qatar

Objectives

Ability to lead, train and maintain an enthusiastic, productive staff. Proven skills to seek out potential sales in new market areas. Strong analytical planning skills, self-motivated, productive and organized efficient work habits.

Professional Background

Extensive experience in management, Customer Service Relation, Sales negotiating and Marketing, People Management

Employment Experience:

Sales Executive March 2019- Current

Petrogulf WLL

- Promote and make client call for Oil and Gas Company
- Attend to all customer inquiries and requirements.
- Making new clients for non-existing.
- Making all offer and sending to the right supplier for client's requirement.
- Making weekly feedback for sales and orders
- Attend clients meeting for new requirements
- Follow-up collections for clients
- Communicating with suppliers for the requirements.
- Constant communication with showroom for stock requirements.
- Constant communication with coordinators for pending orders and deliveries.
- Monthly meeting for monthly bids submitted and hot inquiries.
- Monthly meeting for month end sales.

Sales Engineer July 2018-2019 February

Technical Parts Co.|Doha Qatar

- Promote and make client call for CCTV and EAS system.
- Attend to customer's requirements for existing and new customers.
- Make quotation for any customer enquires.
- Attend to customer call outs for any EAS/CCTV problems.
- Access in installation and troubleshooting of CCTV and EAS system.
- Make weekly visit for new and existing customer's.
- Make weekly reports for all the quotations and orders made.
- Make survey or site visit for new projects(MOI schools).
- Follow up collectibles for all over due collections.
- Attend or set client meeting's for any new projects.
- Making sure that customer's being Attend to especially for all call outs.

Store Manager November 2014 – March 2018

Alshaya International | Saudi Arabia

- Stock Loss- Minimized or prevent stock loss.
- Staff Management- Manage staff performance, coaching and training staff.
- Monitoring and appraising staff performance.
- Commercial Awareness-Aware of store performance, Annual Budget Plan.
- Brand/Store Standards – Making sure all standard has been implemented.
- Customer Service- Be first in customer service. Making sure that all customers are well attended.
- Brand/Store Merchandizing – In- charge in store merchandising/store lay out.

Assistant Manager March 2010 – November 2014

Alshaya International | Saudi Arabia

- Work hand in hand with store manager.
- Act as a Store manager in the absence of the store manager
- In-Charge in store merchandising.
- Maintain store administration for audit compliance.

Sales Associate November 2008-February 2010

Alshaya International | Saudi Arabia

- **Work hand in hand with Assistant Manager.**
- **In-Charge in Merchandising.**
- **Doing Cashiering**
- **Customer Service**
- **Process all delivery for display**

Sales Executive May 2005 – September 2007

ACE Deal | Philippines

- **Promote new diagnostic/laboratory products to hospitals.**
- **Troubleshoots and secure any technical problem related to the products.**
- **Attend all hospital biddings to ensure that all products are all secured.**
- **Provide Demo on all machines related products.**
- **Promote sales in Visayas and Mindanao areas.**
- **Product awareness to all existing and non- existing clients.**
- **Set monthly and year targets in the region.**

Sales Executive December 1999-April 2005

Serodiagnostics Trading | Philippines

- **Promote sales in the whole Visayas and northern Mindanao.**
- **Conduct survey to non- existing clients.**
- **Provide input of products to ensure that goods meet clients needs.**
- **Supervised the sales team in the Visayas region.**
- **Troubleshoots and secure any technical problem related to the products.**
- **Make monthly forecast on clients purchased.**
- **Set monthly sales target in the region.**

Educational Background:

*** Bachelor of Science in Medical Technology**

Southwestern University

1994-1998

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***Secondary Education/High School**

University of San Jose Recoletos

1990-1994

***Primary Education/Elementary School**

University of Southern Philippines

1984-1990