

NATHAN SARMENTO

QUOTE COORDINATOR

CONTACTS

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ABOUT ME

Hi, My name is Nathan, and I am a seasoned professional who thrives in dynamic, fast-paced settings. My dedication and proficiency were swiftly recognized, leading to a well-deserved promotion within my first year of service. I am known for my unwavering focus, reliability, and composure, even when under considerable pressure. I have a passion for hands-on tasks and possess a strong work ethic that is not deterred by extended hours. I am always ready and willing to contribute wherever my skills are most needed.

WORK EXPERIENCE

●	QUOTE COORDINATOR	JAN - 2024
○	CNL INDUSTRIAL MINING SUPPLIES, CARLETONVILLE	
	<ul style="list-style-type: none">• Led the quotation process to maintain smooth operations and improve workflow efficiency. Took initiative to identify and fix system issues, enhancing the performance of our POS system. Adapted to various roles by seamlessly shifting from office responsibilities to providing hands-on support in the workshop once tasks were completed.• Generated accurate quotes• Ensured optimal workflow• Resolved POS system faults• Assisted in hands-on workshop	

SKILLS

Budget Planning	Data Analysis
Project Coordination	Problem-solving and multitasking
Attention to detail in decor and layout	Confidence dealing with guests and vendors