

Wrenze D. Delos Angeles

Doha, Qatar
(+974) 77867225
wrenzedelosangeles89@gmail.com
with Qatar Driving License



CAREER OBJECTIVE

- To be able to work in an environment where I can maximize my potentials, knowledge, experience, interest and contribute to the institution's success.

KEY QUALIFICATION

- I have developed my skills in the field of **Sales & Marketing / Technical Support / Procurement industries with 15 extensive years**. Effectively honed the ability to work professionally in coordination with other disciplines and motivated with a Team Goal Oriented approach in dealing with any situation in and out of the workplace.
- Experience in Building Consumable Materials, Safety Materials, Road Traffic Products, PPR pipes & accessories, Paints and Machineries.

WORK EXPERIENCE

Sep. 01, 2019 to Present **SSK Trading Company**
Position: Sales Manager & Technical / Procurement
Location: Industrial Area, Qatar

Sales Duties:

- + Responsible for establishing and maintaining profitable relationships with customers on behalf of the company and for actively prospecting for new accounts and maximizing sales potential with existing customers
- + Delegate responsibility for customer accounts to sales personnel
- + Ensure sales team have the necessary resources to perform properly
- + Monitor the achievement of sales objectives by the sales team
- + Provide feedback, support and coaching to the sales team
- + Analyze competitor pricing proposal and sales strategies
- + Develop promotional ideas and material
- + Visiting potential customers to prospect for new business leads.
- + Cultivate effective business relationships with executive decision makers in key accounts
- + Planning and analyzing the cost of products
- + Develop pricing schedules and rates
- + Develop a sales strategy to achieve organizational sales goals and revenues.
- + Ensure proper storage for the material received.
- + Coordinates with finance department to ensure the statement of account from clients and inventory is up to date.
- + Contribute in the candidate interview for recruitments.

Technical / Tender Duties:

- + Preparing Pre-qualification & Material submittal documentation for permanent materials from the projects.
- + Handling Tender and contracts technical and documentation
- + Coordinating the tenders, RFI's RFQ's and RFP's responses internally
- + Corresponding with client's tender team for corporate and in-depth processes information
- + Assist in the specification of products & sample

Procurement Duties:

- + Build and develop relationships with key suppliers
- + Review and analyze all vendors/suppliers, supply, and price options
- + Negotiating the lowest prices
- + Ensure that the products and supplies are high quality
- + Ensure the delivery of the ordered products is on time

Dec. 16, 2013 JNP Trading & Contracting

to Position: (Outdoor) Senior Sales Supervisor & Technical Support / Procurement

Aug. 08. 2019 Location: Industrial Area, Qatar

Sales & Marketing Duties:

- + Responsible for establishing and maintaining profitable relationships with customers on behalf of the company and for actively prospecting for new accounts and maximizing sales potential with existing customers
- + Visiting potential customers to prospect for new business leads.
- + Product knowledge in order to maintain customer satisfaction.
- + To provide high quality customer service
- + To ensure the targets are met from the sales
- + Develop a sales strategy to achieve organizational sales goals and revenues.
- + Responsible for the sales target as assigned by the company.
- + Planning and analyzing the cost of products
- + May perform any other job that is assigned from time to time.

Technical support / Procurement Duties:

- + Preparing Pre-qualification documentation for permanent materials from the projects.
- + Preparing Material submittal documentation for permanent materials from the projects.
- + Implement procurement strategy and policies
- + Establishing domestic suppliers
- + Build and develop relationships with key suppliers
- + Negotiating the lowest prices
- + Acquiring materials and parts needed
- + Appraising products and services

Nov. 15, 2010 JNP Trading WII

to Position: (Indoor) Sales Supervisor, Procurement & Inventory Controller

Oct. 30, 2013 Location: Industrial Area, Qatar

Duties and Responsibilities – Indoor Sales Supervisor

- + Supervise sales operations of sales team
- + Responsible to train the sales person about sales system
- + To assist the Sales Manager in leading, directing and motivating the sales team in order to achieve the overall corporate sales objectives
- + Build new clients base to maximize sales
- + Analyze field reports and prepare sales documents
- + Analyze competitor pricing proposal and sales strategies
- + Monitor sending quotation to customer and keep the records of it.
- + Monitor price different from quotation into purchase order
- + Supervise for all incoming client's purchase order
- + Monitor inn & out invoices
- + Monitor customer's complaints/feedback by phone/fax and e-mail
- + Responsible for monthly evaluation of indoor sales team

Duties and Responsibilities – Procurement & Inventory Controller

Procurement Duties:

- + Maintain accurate records of purchases and pricing
- + Making professional decisions in a fast-paced environment
- + Maintain records of purchases, pricing, and other important data
- + Review and analyze all vendors/suppliers, supply, and price options
- + Develops plans for purchasing equipment, services and supplies
- + Negotiate the best deal for pricing from supplier
- + ensure that the products and supplies are high quality
- + Create and maintain inventory of all incoming and current supplies
- + Maintain and update list of suppliers and their qualifications, delivery times, and potential future development
- + Working with team members and Procurement Manager to complete duties as needed

Inventory Duties:

- + Implement improvement processes and system to reduce inventory minimize cost and maximize working capital.
- + Write and maintain accurate written procedures for all main inventory control processes and function.
- + Be responsible for managing and running planned stock takes.
- + Monitoring of inward and outward invoice & delivery note from the system.
- + Ensure incoming product is receipted and managed appropriately according to company procedure
- + Perform cyclic stock checks.
- + Ensure works order are correct and fully completed and that all stock has been allocated to the job correctly.
- + Produce weekly reports (Fast, Slow, Non-moving, Dead stock and others) to ensure key critical areas of the stock system are controlled and discrepancies addressed and resolved.
- + Manage control measures to ensure mistakes, inaccuracies and discrepancies and highlighted, addresses and resolved.
- + Identify heavy and low turn inventory items and maintain communication reports for sales team.

Jan. 2009 –
Jul. 2010

Northstar Cable Vision (NSCV)

Position: Sales and Cable installer officer

Location: Dalupang St. Cauayan City, Isabela, Philippines

Duties and Responsibilities

- + Contacts homeowners, apartment and others prospects to sell cable television service: Compiles list of prospective customers from lists of homes that do not have cable television and lists of residential addresses with names of owners and occupants.
- + Travel throughout assigned area to call on prospective customers in their homes to solicit orders.
- + Work includes installing, maintain, and upgrade cable systems. Perform repair work and respond to service problems at the home of cable users. As a main goal is to keeps a cable system operating efficiently.
- + In the field, there are no supervisors to make decisions. I also motivated to find the problem and fix it quickly and interested in technical matters, take pride in the work, and enjoy working with the public.

- + Generally, start out as cable system installers. Installers prepare a subscriber's home for cable reception by connecting the cable system to one or more television sets or to one or more computers for high-speed Internet service.

Jul. 2007 – Nov. 2008 **Family Choice Megamart Company**
Position: Sales Executive
Location: Cauayan City, Isabela, Philippines

Duties and Responsibilities

- + Greeting customers who enter the shop.
- + Be involved in stock control and management.
- + Assisting shoppers to find the goods and products they are looking for.
- + Being responsible for processing cash and card payments.
- + Stocking shelves with merchandise.
- + Answering queries from customers.
- + Reporting discrepancies and problems to the supervisor.
- + Giving advice and guidance on product selection to customers.
- + Dealing with customer refunds.
- + Responsible dealing with customer complaints.
- + Working within established guidelines, particularly with brands.
- + Attaching price tags to merchandise on the shop floor.
- + Responsible for security within the store and being on the lookout for shoplifters and fraudulent credit cards etc.
- + Receiving and storing the delivery of large amounts of stock
- + Keeping up to date with special promotions and putting up displays

EDUCATION

2017 – 2019 **Accounting and Finance level-4**
Icon Training Centre Doha, Qatar

2016 **Professional Certificate in Accounting & Finance**
CEBS Training Centre Doha, Qatar

2007 – 2010 **Isabela State University Cauayan**
Electronics Technology
Cauayan City, Isabela, Philippines

2005 – 2007 **Our lady of the pillar college**
Bachelor of Science in Nursing (PG)
Cauayan City, Isabela, Philippines

SEMINARS / TRAININGS ATTENDED

- + **Document Control Certificate (2023)**
Infocus Training Centre Doha, Qatar
- + **Basic Autocad Certificate (2023)**
Elite Training & Consultancy Center Doha, Qatar
- + **Basic Accounting Certificate (2017)**
Filipino Training & Development Center Doha, Qatar
- + **Philippines Association of Safety Engineers Doha, Qatar**
 - OSHA
 - Excavation Safety
 - Scaffolding & Ladder Safety
 - Personal Protective Equipment (PPE)

- Fall Protection
 - Machine Guarding Safety
 - Basic Electrical Safety
 - Hand & Power Tools Safety
 - Welding & Cutting Safety
 - Confined Space Entry
 - Fire Prevention & Control
 - Manual Material Handling Safety
 - Advance Electricity Safety Awareness
 - Behavior Base Safety
 - Control of Hazardous Energy – Lockout / Tagout
 - Construction Environmental Waste Management
 - Occupational Safety & Health Leadership
 - Hazard Categories / Identifying Hazard
 - Analyzing the Workplace
 - Controlling Hazard
 - Solving Problems & effective Recommendation
 - Work Zone Traffic Control & Underground Power Lines
 - Safety in Oil & Gas
 - Hand & Power Tools
 - Radiography, Hydro & Pneumatic
 - Sand Blasting / Hot Topping
 - Confine Space
 - Hydrogen Sulfide (H2S)
 - Permit to Work (PTW)
- + **New Life Therapeutic Massage (120 Hours.)**
Cancillier Cauayan City, Isabela, Philippines. Sept. 2010
- + **North Star Cable Vision (NSCV) – 720 Hours.**
• Dalupang St. Cauayan City, Isabela, Philippines. Oct. 2009 - Feb. 2010
- + **Pangulo Gloria Scholarship – Computer Programming NC IV (256 Hours.)**
• College of Business Education Science and Technology Cauayan City, Isabela, Philippines.
March 23 – May 6, 2009
- + **Cell Phone Repair Training (120 Hours)**
• Abrenica's Cauayan City, Isabela, Philippines. June 2007 – Oct. 2008

PERSONAL INFORMATION

- | | |
|-------------------------|---------------------------------|
| • Date of Birth | - <i>October 03, 1989</i> |
| • Place of Birth | - <i>Manila, Philippines</i> |
| • Gender | - <i>Male</i> |
| • Citizenship | - <i>Filipino</i> |
| • Civil Status | - <i>Married</i> |
| • Language | - <i>English & Filipino</i> |

I HEREBY CERTIFY that the above information has been accomplished in good faith verified by me and to the best of my knowledge and belief is true, correct and complete