

Ms. SHARME JADE O. BLACER

Barwa Madinatna Cluster H, Doha, Qatar

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SUMMARY

- **Sr. Sales with fifteen years of experience in Doha, Qatar**
- **More than twenty (20) years of successful work experience.**
- Highly experienced senior salesperson with enthusiasm and dedication and with exceptional work ethics.
- Excellent customer service skills
- High energy and outgoing with dedication to positive customer relations and retention

HIGHLIGHTS


- Work well under pressure, goal oriented and efficient
- Exceptional interpersonal skills
- Highly responsible & reliable
- Problem Solving Skills and decision maker
- Leadership Skills
- Communication Skills
- Computer Literate
 - MS Office – MS Word, Excel, Power Point, Project
 - ERP – Infor System, Oracle, SAP
- Expert in Tender Preparation Process, secretarial and administration

EXPERIENCE

Sr. Sales Executive

Nov. 2024-present

Delta Corporation


 US-based company that manufactures wellheads and Christmas trees for the oil and gas industry.

- Search for new market, potential customers and involved in strategic market planning
- Prepare sales/product presentations, tools and equipment

Asst. Sales Manager

July 2023-November 2024

Toolcrib Trading WLL

 Local Company that provides extensive range of high-quality products to Oil & Gas, Petrochemical, Water & Power Generation, Construction and Marine Industries. Some of our clients are Qatar Petroleum, Qatargas, Rasgas, Nakilat, Shell, Mc Dermott, Petrocon, Kahramaa, Madina, Black Cat, Manweir, Doosan Babcock, BL Harbert, Black Cat, Qcon, Ashgal, Qatar Foundation, Delta Corporation, Doha International Airport, etc.

- Search for new market, potential customers and involved in strategic market planning
- Prepare sales/product presentations, tools and equipment
- Review/prepare and submit quotations/tenders, Prequalification's and Vendor Registrations
- Follow up quotation/tender results, contract negotiations and execution for orders
- Attend customer queries and complaints and resolve issues promptly.

Asst. Sales Manager

June 2019-May 2023

Powerflow Qatar

✚ Leading Local Company that provides extensive range of high-quality products to Oil & Gas, Petrochemical, Water & Power Generation, Construction and Marine Industries. Some of our clients are Qatar Petroleum, Qatargas, Rasgas, Nakilat, Shell, Mc Dermott, Petrocon, Kahramaa, Madina, Black Cat, Manweir, Doosan Babcock, BL Harbert, Black Cat, Qcon, Ashgal, Qatar Foundation, Delta Corporation, Doha International Airport, etc.

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Product Specialist

Feb. 2018 – December 2018

Ideal Medical Solutions (IMS)

✚ Local company that supplies wide range of medical products, services, system solutions and engineering products and services to Government and Private Hospitals such as HMC, PHCC, CUBAN, Qatar Armed Forces Hospital, AL Ahli, Doha Clinic, Turkish Hospital, Al Emadi, Aster Hospital and Clinics, etc.

- Search for new market, potential customers and involved in strategic market planning
- Meet and present to new and existing customers
- Receive quotation and tenders, review, prepare and submit competitive quotations and tenders on time
- Complete Pre-qualifications and Vendor Registrations
- Search for open/public tenders
- Follow up tender results and contract negotiations
- Attend customer queries and complaints and resolve issues promptly
- Follow up delivery schedules, coordinate with logistics team and ensure products & services were delivered on time
- Prepare and submit sales invoices and follow up payments
- Prepare Sales Forecast report and competitor analysis
- Accommodate guests, clients during audits and facility visits

Sales Executive

October 16, 2012 – September 2017

Delta Corporation, Doha, Qatar

- Receive quotation and tenders, review, prepare and submit competitive quotations and tenders on time
- Complete Pre-qualifications and Vendor Registrations
- Search for open/public tenders
- Follow up tender results and update the system
- Attend customer queries and complaints and resolve issues promptly
- Follow up delivery schedules, coordinate with production team and ensure products & services were delivered on time
- Prepare and submit sales invoices and follow up payments
- Attend and represent company at trade fairs and exhibitions
- Involved in recording and administration of sales, preparing weekly and monthly reports
- Accommodate guests, clients during audits and facility visits

Business Development Executive

March 2012 – Oct.15, 2012

Lead Select International WLL, Doha, Qatar

- Attend customer inquiries and prepare commercial and technical offer
- Visit and meet customers, present product and services
- Research for product innovation and development
- Search for new potential customers
- Prepare and process sales orders
- Ensure on time product delivery
- Prepare daily, weekly and monthly reports

Sales Representative

March 2011 – Jan. 2012

Purchasing Officer

October 2010 – Feb.2011

Cartridge World (Dasman Group), Doha, Qatar

- Visit customer, product presentation and define new leads
- Attend customer queries and respond in due time
- Prepare Sales Orders and coordinate with production team
- Receive and process sales return
- Periodic stock taking and prepare reports
- Create and process LPO, post daily purchase returns, create and close LPO amendments,
- Weekly inventory and prepare reports
- Ensure first in first out system (FIFO) and ensure enough stock at place
- Monitor expiration of the products

PREVIOUS CAREER HISTORY (PHILIPPINES)

Sales and Marketing Manager Granduke Lending Corporation, Philippines	July 2009 – Sep.2010
Supervisor Delmonte Philippines	Sep. 2008 – Apr.2009
HR Head/Supervisor Fiesta Brand/Dole Philippines	June 2002 – Aug.2008

ACADEMIC QUALIFICATIONS

B.S. Commerce in Business Management	Ateneo de Cagayan - Xavier University Philippines 1996 – 2000
Secondary Education	Kalilangan National High School Philippines 1992 – 1996

PERSONAL INFORMATION

- Status : Single
- Nationality : Filipina (Philippines)
- Birth Date / Age : Aug.02, 1980 / 45 years old
- Languages : English, Tagalog