

LEO LAZARENO BAES

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📍 Qatar

👤 Single



Summary

Highly organized and results oriented Sales, Maintenance, and Procurement Coordinator with solid experience in sales support, procurement coordination, tender preparation, technical quotation, CRM reporting, and client account management. Brings 2 years of sales experience in the Philippines handling 3M products for a distribution company, with proven expertise in product sales, customer relationship management, order processing, and revenue support. Currently employed at NAFFCO, specializing in tender documentation, technical and commercial quotation preparation, sales administration, maintenance coordination, procurement processes, and CRM data management. Skilled in vendor coordination, documentation control, proposal submission, inventory and material coordination, customer service, and cross-functional team collaboration. Strong ability to support sales growth, operational efficiency, compliance requirements, and customer satisfaction through accurate reporting, effective communication, and process improvement.

WORK EXPERIENCE

Naffco-Qatar, Coordinator

2025 – Present

Qatar

- Oversaw sales coordination activities, client relationship management, and opportunity tracking to drive business growth and operational efficiency.
- Led the preparation of technical and commercial quotations, contracts, and tender submissions, ensuring compliance with client and project requirements.
- Managed procurement coordination, supplier negotiations, and material planning to support project execution and timely delivery.
- Supervised maintenance scheduling and service coordination to ensure efficient completion of preventive and corrective works.
- Prepared management reports, sales pipeline analysis, and performance updates to support strategic decision-making.
- Collaborated cross-functionally with sales, procurement, technical, and service teams to ensure seamless project and client support.

Philippine Reachwell Distribution Corporation, Sales Representative

2022 – 2024

Philippines

- Managed relationships with distributors to increase sales of company products and secure repeat orders
- Developed and executed sales strategies to grow existing accounts and identify new client opportunities
- Prepared and delivered sales presentations tailored to customer needs and product offerings

- Managed customer accounts, ensuring accurate order processing, follow-up, and ongoing support
- Coordinated with internal departments to ensure timely product delivery and high levels of customer satisfaction
- Supervised and supported new merchandisers, providing guidance on product placement and sales execution
- Set clear sales targets for team members and monitored performance against objectives
- Implemented sales strategies in the field and provided regular reports to the direct supervisor and area sales manager

EDUCATION

WESTERN MINDANAO STATE UNIVERSITY,

2019 – 2023

Bachelor of Science in Economics

Active Member, Economics Society of the Philippines Participated in seminars, discussions, and professional development activities focused on economic trends and policy.

SKILLS

Sales Strategy & Techniques	● ● ● ● ●	Sales Strategy & Techniques	● ● ● ● ●
Effective Communication	● ● ● ● ●	Data Analysis	● ● ● ● ●
Tender & RFQ Preparation	● ● ● ● ●	Negotiation and Closing	● ● ● ● ●
Product and Market Knowledge	● ● ● ● ●	Sales Strategy & Techniques	● ● ● ● ●
Sales Strategy & Techniques	● ● ● ● ●		

LANGUAGES

English

Fluent

Chavacano

Fluent

Tagalog

Fluent

PERSONAL INFORMATION

Height

168cm

Weight

60kg

Age

25

Status

Single