

JANN LEIAN M SAAGUNDO

Inside Sales Coordinator/ Office Assistant



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Doha, Qatar

ABOUT ME

I am an enthusiastic and results-driven professional with a proven track record in sales, office administration, and customer service. My passion for delivering exceptional experiences aligns perfectly with your team's goals. I am eager to contribute my skills as a Inside Sales Coordinator, Office Assistant, ensuring client satisfaction and operational excellence. Joining your team would be a fantastic opportunity to grow and make a positive impact together.

EDUCATION

Saint Micahel College of Caraga - SY 2012-2016

Bachelor of Science in Hotel and Restaurant Management

WORK EXPERIENCE

Starlink

Doha, Qatar 2020 to present

Inside Sales Coordinator

- Order Management: Process customer orders, invoices, and ensuring correct pricing and product details.
- Sales Support & Coordination: Assist sales representatives by managing schedules, preparing presentations, and coordinating sales meetings.
- Data & CRM Management: Maintain and update customer databases, CRM systems, and track sales performance metrics.

Hardstone Marble company

Doha, Qatar - March 2020 - November 2020

Office Assistant

Streamlined office operations, Managed schedules, Handled customer inquiries, Coordinated team meetings, Processed documents swiftly, Maintained filing systems, Assisted in budget tracking, Trained new staff, elevating team productivity from day one, Implemented office supplies inventory system, Supported project management.

SKILLS

- Social Media Manager
- Computer Literacy
- Document and File organization
- Customer Service
- Graphic Design
- Administrative support

TOOLS



and many more....