

# HAROZA LOLO

Riqa Opposite Al Ramla Sharjah, U.A.E.

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## OBJECTIVE:

To provide high quality service, by applying what I have gained from my experiences in dealing with different challenges in the work field and in the process, broaden my knowledge develop my skills. Thus, contribute to the company's growth and development.

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## Position Applying For:

Sales Representative, Sales Advisor, Quality controller ,Sales Executive, Sales Coordinator, Sales Data Encoder, Office Clerk, ,Driver, Storekeeper & Warehouse Assistant

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## HIGHLIGHTS

- ✓ Have 11 years experience in Sales Coordination, Customer service & Office Administration in UAE & Philippines.
  - ✓ Have about 3 years experience in UAE.
  - ✓ Hold a Bachelor in Science in Computer Science.
  - ✓ Can work well on MS Office Applications.
  - ✓ Excellent communication skills in English.
  - ✓ Have good influencing, convincing & interpersonal skills.
  - ✓ Friendly & pleasing mannered with good people skills.
  - ✓ Young, energetic, enthusiastic with a desire to achieve the desired goal.
  - ✓ Possess organized work attitude & excellent customer services skills.
  - ✓ A good team player who can shoulder responsibilities during crisis.
  - ✓ Can work under pressure & meet deadlines without compromising quality.
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## JOB PROFILE

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### *Sales Representative*

- Coordinate with Sales Team, clients & Management.
  - Attend to customers & perform sales coordination activities.
  - Coordinate in marketing and promoting company products.
  - Promote & implement good customer care practice.
  - Handle customer queries by phone, fax and in person.
  - Assist the Account managers in pre & post sales activities like calling customers, fixing appointments etc.
  - Handle incoming mails & forward the same to respective departments.
  - Make and record appointments.
  - File correspondence and other records.
  - Prepare quotations, cost sheets & update customers on their purchase orders.
  - Do business correspondence on behalf of the organization.
  - Prepare agendas / programs for meetings.
  - Prepare minutes of the meetings & coordinate with different departments to ensure smooth flow of work.
  - Provide clients with all necessary information on company products.
  - Handle customer grievances & redress the same with ease.
  - Maintain record of existing & new customers for follow up and business promotions.
  - Handle clients' queries & redress their grievances.
  - Maintain client relation and ensure customer satisfaction.
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## **PROFFESIONAL EXPERIENCE:**

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### **STARGATE CARGO**

Sharjah, United Arab Emirates.

#### **Sales Representative/ Delivery Driver**

April 2007 Up to Present 2009

- Accommodating different needs of client. Almost rounded areas of the U.A.E.
  - Receiving Incoming and Out going calls
  - Communicates on Different Clients through Phone and In person with regards to their needs basically on Cargo Services
  - Assist warehouse loading & unloading for shipments.
  - Receiving Cash payment.
  - Performs office document manifestation.
  - Performs follow-up calls to clients.
  - Performing Cash flow report
  - Responsible for creating and maintaining a harmonious relationship between the company and its clients.
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### **AL CAPRI AUTO CENTER L.L.C..**

Industrial Area-4 P.O.Box 8550, Sharjah, U.A.E.

#### **Sales Executive/ Quality controller/ Service Advisor**

Jan. 2007 – April, 2007

- Accommodating different needs of client.
- Communicates on Different Clients through Phone and In person with regards to their needs basically on Cars, spare parts and accessories
- Preparing Invoices and Quotation.
- In charge in selling, and inventory, pricing, reordering and sourcing of parts and accessories.
- Receiving payment Cash and cheque.
- Monitors status of the car fixing the accessories.
- Responsible for creating and maintaining a harmonious relationship between the company and its clients.
- Performs follow-up calls to clients.
- Making job order for the cars, fixing the accessories and parts.
- Checking the cars in and out before releasing.

### **TECHINICAL LABORATORY FURNITURE**

MANUFACTURER ( LABTEC ) L.L.C.  
P.O. Box 4275, Sharjah, U.A.E.

#### **Secretary/ Assistant Sales**

July 2006 - Oct. 2006

- Receiving and answering phone calls
  - Prepare quotation for the clients.
  - Prepare the documents for Bill of Quantity.
  - Making appointments through phone calls
  - Receiving and sending e-mails or fax to Clients
  - Filling Office Documents
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### **GEOSCIENCE TESTING LABOLATORY.**

Umm Sequim, Dubai UAE

#### **Soil Technician**

April 2006 – July 2006

- Prepare the soil for testing.
- Prepare for Dry Density / Moisture Content.
- Prepares documents for the results.
- Sieve analysis (wet/dry).
- Other task assigned by my superior.

**HONDA CARS SAN PABLO, INC.**  
**Barangay San Nicola San Pablo City, Laguna Philippines**

**Sales Executive**

July 2003 – April 2006

- Communicates with different affiliates through e-mail and phone calls.
- Prepares documents for Financing.
- Monitors status of receivable from vehicle financing.
- Collects / deposits proceeds from banks and other financing institutions.
- Entertain walk-in client and showing the specification of the car they need.
- Car Sales Executive.

**HONDA CARS SAN PABLO, INC.**  
**Barangay San Nicolas San Pablo City, Laguna Philippines**

**Counter Sales Person**

July 2000 - July 2003

- Manages sales of Parts and Accessories.
- Give assistance to the clients regarding Parts and Accessories.
- Give or demonstrate to the clients some Parts and Accessories they needed wherein they are not familiar or in general recommends Parts and Accessories that they need to their cars.
- Monitors Inventory of Parts, Accessories and Office Supplies.
- Coordinates with other departments as well as suppliers of the company.
- Communicates with different affiliates through e-mail and phone calls.
- Sales Representative for second hand cars.

**PLATINUM HOTEL**  
**Maharlika High-way, Pablo City, Laguna Philippines**

**Receptionist/Front Office Personnel**

July 1999 - July 2000

- Receiving and answering phone calls
- Filling Office Documents and encoding daily office transactions
- Receiving and sending e-mails or fax to clients
- Performing basic accounting
- Data entry clerk or Clerk Encoder of hotel guests and clients
- Provide Hotel information to clients, facilitate monthly to yearly inventory
- Prepare payroll for all employees

**EDUCATION**

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**Collegio de Los Baños** 1995-1999  
**Los Baños Laguna, Phils.**

***Bachelor of Science in Computer Science***

**SPECIAL SKILLS**

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- Proficient in Microsoft Office
- Professional Driving Skills (manual or automatic)
- International Driving License: D14-92-057414

**PERSONAL DATA**

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Date of Birth : September 10, 1978  
Place of Birth : San Pablo City Laguna, Philippines  
Civil Status : Married  
Nationality : Filipino  
Visa Status : Visit Visa