

MIGUEL AVENA

Sales Supervisor



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Satwa, Dubai UAE

EDUCATION

2013 - 2017

Concepcion Holy Cross College

Bachelor of Science in Business
Administration major in Financial
Management

SKILLS

- Leadership skills.
- Strategic thinking.
- Communication skills.
- Analytical skills.
- Customer focus.
- Sales forecasting and pipeline management.
- Coaching and mentoring skills.
- Relationship building.

SUMMARY

Profit-minded Sales Professional with demonstrated success driving sustained revenue by working and connecting with customers. Industrious sales professional with solid history of surpassing objectives by promoting products while demonstrating enhanced people skills. Talented at generating leads and closing high-volume sales.

WORK EXPERIENCE

Sales Supervisor

Organica Phil. Sta Rita Concepcion, Tarlac(2020-2023)

- Setting short- and long-term sales strategies and evaluate effectiveness of current sales programs.
- Recommend product or service enhancements to improve customer satisfaction and sales potential.

Sales Executive BPO

Iqor Philippines, Clark Pampanga (2019 - 2020)

- Takes calls from customers answering questions or addressing any concerns they may have.
- Duties include handling many inbound and outbound calls to and from customers, listening to customers needs or issues and providing helpful solutions to their problems.

Sales Assistant

Navy Exchange Services (NEX) Kanagawa-Ken

Yokosuka Japan (2017 - 2019)

- Maintained records related to sales, returns and inventory availability.
- Used consultative sales techniques to understand customer needs and recommend relevant products and services.
- Composed routine correspondence and prepared reports or replies to requests for information within areas of responsibility.

Tourism Officer

LGU Capas, Tarlac (2010 - 2017)

- Established team priorities.
- Maintained schedules and monitored performance.
- Communicated best practices among on-site.
- External personnel to align efforts and goals.