

Philip Arselle C. Domingo

1148 Purok 6 Barangay San Jose Panlumacan City of San Fernando Pampanga 2000,
+63 939- 716-1020, philipdomingo08@gmail.com



OBJECTIVE

To obtain a **Customer Service Representative** position where I can utilize my communication skills and customer handling experience to deliver excellent service and contribute to customer satisfaction.

JOB EXPERIENCES:

Sales Executive (Sales Team Leader)

KATANA TradeGrade Incorporated

(Construction and Solar Renewable, Trading Company)

3rd floor, Colorsteel House, Cer-Hil Service Road, Brgy. Quebiauan, City of San Fernando Pampang 2000

August 2025 - Present

Main Task:

(Focusing on Solar Renewable Sales, leading my team in handling residential, industrial, and commercial clients.)

Lead and Motivate the Sales Team

Provide daily direction, coaching, and motivation to ensure the team meets individual and group sales targets while maintaining high performance and professionalism.

Manage Sales Pipeline and Forecasting

Monitor leads, opportunities, and deal progress; ensure accurate sales forecasting, timely follow-ups, and proper documentation of client status and action plans.

Develop and Execute Sales Strategies

Create and implement sales plans, pricing strategies.

Performance Monitoring and Reporting

Track KPIs, evaluate individual performance, conduct regular reviews, and submit clear sales reports to management with insights and recommendations for improvement.

Bancassurance Sales Executive

BPI-AIA Life Assurance Corporation

15th floor, BPI-Philam 6811 Ayala Avenue Makati

City January 2025 - August 2025

Main Task:

- Client Engagement and Needs Assessment (Approach BPI clients inside the branch)
- Branch Relationship Management (Build strong relationships with BPI branch personnel)
- Sales Target Achievement (Meet monthly and quarterly sales targets)
- After-Sales Service (Assist clients in policy application, documentation, and follow-ups)

Healthcare Marketing

Consultant Zeus Resource Inc. | OnePineMed

Unit 3102 AIC Burgundy Empire Tower, Garnet Road corner Sapphire Rd, ADB Ave., Ortigas Center, Pasig City JUNE 2024 - NOV. 2024 **Main Task:**

- Conducted market research and analysis to identify trends and opportunities.
- Developed and executed strategic marketing plans and campaigns.
- Managed digital marketing, SEO, SEM, and social media efforts.
- Created engaging content for various channels and ensured regulatory compliance.
- Enhanced patient engagement and brand management.

Executive Office Business Development Officer

MET Express Air Corporation | PHP Aerospace Technics Inc. | PHP Express Logistics

Building 7541 Clark Civil Aviation Clark Freeport Zone, Angeles City 2009

September 2023 - March 2024 **Main Task:**

Business Development:

- Identify and qualify potential leads and opportunities for new business.
- Develop and implement strategic business development plans to achieve sales targets.
- Conduct market research to identify industry trends, competitor analysis, and potential growth areas.
- Network and build relationships with key stakeholders, industry experts, and potential clients.
- Develop and present compelling proposals and presentations to clients.
- Negotiate and close deals to secure new business contracts.
- Manage existing client relationships and accounts.
- Maintain and update business development databases and records.

Sales and Marketing:

-Develop and implement sales strategies and plans to achieve sales targets.

Proactively identify and contact potential customers.

-Qualify leads and identify customer needs and requirements.

Present product and service offerings effectively to potential customer

Key Account Specialist

New RBW Marketing Incorporated

Purok 4 Brgy. Del Rosario Road, San Fernando, Pampanga

May 2023 - August 2023

Main Task:

Responsible for handling inbound sales and customer calls, processing and expediting all customer orders.

Processed all customer requests utilizing multiple systems to research information.

Researched and resolved customer issues expedites back orders, handles returns and special requests, and interacts with outside sales forces to ensure regular communication on pricing issues, customer issues, etc.

Held accountable to performance metrics such as schedule adherence, productivity standards, and quality standards.

Maintained and updated inventory records.

Sales & Marketing Specialist

Aquino Bistro Group Inc.

(Ilaollao)(MESA) February

2023-May 2023

Main Task:

Plan advertising and promotional campaigns for products or services on a variety of media (social, print etc.)

Liaise with stakeholders to promote success of activities and enhance the company's presence.

Prepare content for the publication of marketing material and oversee distribution.

Collaborate with managers in preparing budgets and monitoring expenses.

Pre-Listing Coordinator

KELLER WILLIAMS CONNECTED

901 Dave Gibson Blvd, Fort Mill, SC 29708, United States

(Work From Home)

July 2021 - August 2022

Main Task:Admin Tasks, input new listing/s in MLS, Adding new transactions, preparing documents in zipform and docusign to be signed by Buyer/Seller/Agents, Uploading documents, creating flyers, posting up open houses, creating ads for newspaper, advertising and managing social media pages (FB and IG) and managing Command. Dotloop, Blipp, Zillow, Brivity, Loopnet. Managing all referral's.

Procurement Officer

Drewel

Ghala, Muscat Sultanate of Oman

October - November 2020

Main Task:Search and provide for replacement of the items not available in the warehouse, Ensures warehouse supplies are fully updated.Plans and make staff schedule every week in accordance to the operation and staff personal request, Communicate with the customers for any query and concerns.

Sales and Marketing Manager

SHINE Gold and Diamonds

Ruwi Muscat, Sultanate of Oman

September 2018 – 2020

Main Task:

Provided excellent customer service by continuing a rapport with regular customers and creating a relationship with new customers through their purchases by adding them to my clientele base for one-on-one customer service.

Design Technician II

Sumidenso Automotive Technologies Asia

Corporation Clark Free-port Zone, Pampanga

Philippines 2023

August 2009 – June 2017

Main Task: Designing Wiring harness using Integrated Harness System. Sub-assembly of circuits and components of each harness.

EDUCATION

Datamex Institute of Computer Technology

Information Technology (Major in Computer Science)

PROFESSIONAL REFERENCES:

Mr. Henry Pineda

CHAIRMAN / CEO

OnePineMed

09178401306

Amirh Moghaddasi

CHAIRMAN / CEO

M&M Group of Companies

+639190988881

ahmoghaddasi@gmail.com

SKILLS:

Administrative
Skills Attention to
Detail
Marketing Skills
Management Skills
Interpersonal Skills
Communication
Skills Flexibility

I hereby certify that all information written above is true and correct to the best of my knowledge and beliefs.



Philip Arselle C. Domingo
Applicant