

CURRICULUM VITAE



Kent Joshua Rainier M. Tan
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ADDITIONAL QUALIFICATION/COURSE:

- **UAE Driving License**
- **UK INTERNATIONAL DEGREE CERTIFICATE HOLDER (STRESS WELL – BEING MANAGEMENT)**

PERSONAL DETAILS:

Date of Birth: 13-11-1998

Gender: Male

Nationality: Filipino

Marital Status: Single

Language: English, Filipino,
Chinese,

CAREER OBJECTIVES :

Intend to raise a successful career in a leading corporate firm and to work in a creative, challenging and competitive environment with skilled and experienced people, which will help me explore my skills fully and realize my potential.

PROFESSIONAL EXPERIENCE:

SELL YOUR MOTORS (CAR DEALERS EXPORT) Al Qouz –
Dubai Garden Centre (Head Office) , Dubai (**JUNE 2021 – JANUARY 2022**)

ADMIN EXECUTIVE – (JUNE 2021 – AUGUST 2021)

HEAD OFFICE HEAD DEPARTMENT – CALL CENTRE DEPT.
(**SEPT 2021 – DECEMBER 2021**) Dubai

EMIRATES AUCTION EXECUTIVE (NEGOTIATOR/ HEAD OFFICER DEALER) – (**DECEMBER 2021 – JANUARY 2022**) Dubai

- Follows and achieves department's sales goals on a monthly basis.
- Handles Staffs on Admin Department for file entries.
- Rectifying files before posting in the System – SYM CODER
- Arranging Paper works and do the handovers to our PRO'S
- Transferring name from the end user to buyer Generated by RTA Organization as per LAW
- Negotiating with the END USERS.
- Giving Trainings to the Newly Hired Staff in Call Centre Department.
- Giving idea on staffs which are the easiest way to solve when there are errors happen.
- Solving Entries when there are false uploaded.
- Re-checking Camera
- Listening to the Each Communication Skill of the CALL CENTRE DEPARTMENT
- Educating Staff on how to indulge with to our dearest CLIENTS.
- Issuing RECEIPT VOUCHER / CUSTOMER VOUCHER to the end Users and Dealers both party.
- NEGOTIATING END USERS
- GIVING PRICES OF THE VEHICLE
- Explaining to the END USERS what are the FALSE of his/her Car.
- Giving the RIGHT PROCESS AND PROPER STEPS on how we Check the Vehicle
- Making BIG DEALS and doing The HANDOVERS to our Dearest Buyers / DEALERS
- COLLECTING the VEHICLE on specific LOCATIONS as CLIENT prefer.
- Doing HOME INSPECTIONS to our CLIENTS (END USERS)
- Explaining What are the process will do before checking the vehicles & Right Way to do it.
- MAKING DEALS ON THE SPOT AND GIVING CASH ON THE SPOT.
- Collecting ORIGINAL REQS. From the END USERS and UPLOAD IN THE SYSTEM.
- Converting Clients
- Giving Customer Services to CLIENTS through call / Actual Deals and On The SPOT DEALS.
- Providing Original & Signed Reports to CLIENTS .

ACADEMIC QUALIFICATION

- College – Bachelor of Science in Business Administration Major in Marketing

University of The Immaculate Conception Bonifacio, Davao City, Phils.

- High School / Secondary School / tertiary school

University of the Immaculate Conception Bajada, Davao City, Philippines

- Elementary / Primary School

University of the Immaculate Conception Bajada, Davao City, Philippines

Stella Maris Academy of Davao (Chinese School, Philippines)

Athletes Co. - Apparel Group LLC

Mall of the Emirate, Dubai
Burjuman Centre , Dubai
Al Ghurair Centre, Dubai
Ajman City Centre Dubai
Diera City Centre Dubai
Dubai Mall Dubai

STORE IN – CHARGE (October 2020)

SENIOR. SALES ASSOCIATE (January 2018 to September)

- Ensures high levels of customer satisfaction through excellent sales service
- Assesses customer needs, provide assistance and information on product Features

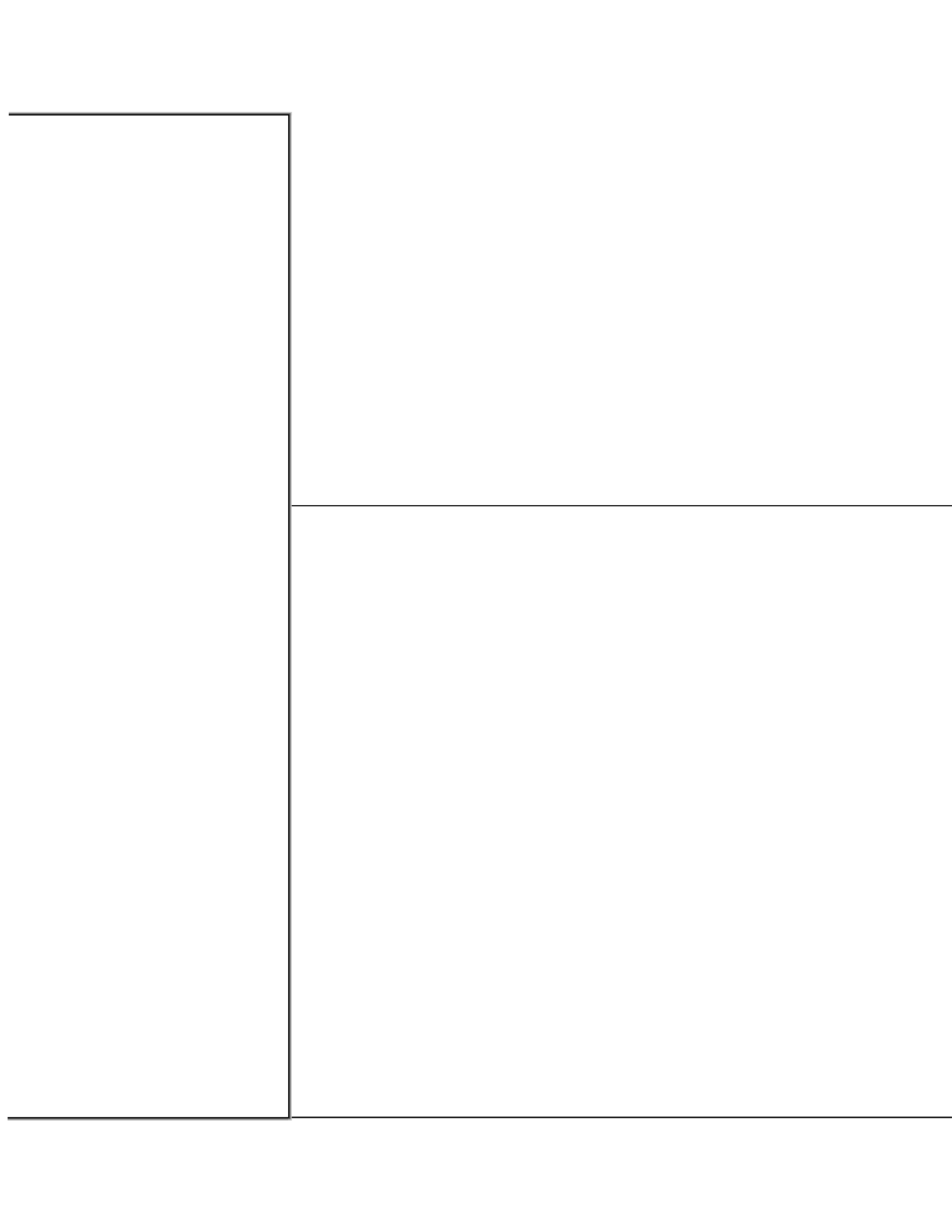
Welcomes customers to the store and answer their queries

GALADARI MOTOR DRIVING CENTRE - UAE GOVERNMENT EMP.
Al Qusais (Main Branch), Dubai 2021

SALES AND MARKETING EXECUTIVE (ADMIN – HEAD OFFICE APPROVAL) (RTA UAE - DRIVING LIC.)

- Demonstrates products and services as deemed necessary by clients and management.
- Analyzes and creates a plan for engaging the target market
 1. Analyses trends, data, demographics, pricing strategies, and other information that can potentially improve marketing and sales performance
- Schedules appointments and meetings as necessary
- Maintains excellent relationships with clients through superior customer service
- Answers questions from clients about products and services
- Arranges the processes required in obtaining driving license of
 - students/clients from file opening, providing learning permit, booking lectures and **DRIVING CLASSES** , taking **RTA approvals** .
 - Issuing Driving License Hard Plastic Copy for Client.
- Follows and achieves department’s sales goals on a monthly basis
- “Go the extra mile” to drive sales

- Maintains in-stock and presentable condition assigned areas
- Remains knowledgeable on products offered and discusses available options
- Crosses sell products
- Handles returns of merchandise
- Teams up with co-workers to ensure proper customer service
- Builds productive trust relationships with customers
- Complies with inventory control procedures
- Scans goods and ensures pricing is accurate
- Manages transactions with customers by collecting payments whether cash or credit card and issue receipts



DECLARATION:

I hereby declare that the above particulars are correct to the best of my Knowledge and belief