



VINCENT DOSDOS

BUSINESS DEVELOPMENT, SALES & MARKETING,
CLIENT RELATIONS, ADMINISTRATION, HUMAN
RESOURCE, OFFICE MANAGER, OPERATIONS.

PROFILE

I am an energetic, ambitious person with a mature and responsible approach to any task that I undertake, or situation that I am presented with.

I have a progressive mind, that are open to new perspectives. I enjoy contributing to a team effort. I have an outstanding organizational and management skills.

In the 8 years of experience, I have acquired the knowledge and wisdom to work in a team to achieve goals & targets with excellence.

I am hungry to excel and succeed!

CONTACT

MOBILE:

+971 50 197 9568

EMAIL:

Vdosdos22@gmail.com

LINKEDIN:

<https://www.linkedin.com/in/vince-d-a6105796/>

LOCATION:

Muroor Road
Abu Dhabi, UAE

VISA STATUS:

Transferrable

WORK EXPERIENCE

Client Relations Manager – Projects Intelligence Department

DMS Global Emirates FCZ LLC
September 2018 – August 2020
Abu Dhabi, UAE

- Making and maintaining relationship with DMS Global existing customers by providing product and service information, trainings, obtaining client feedback, and or handling renewals.
- Maintaining good relationship with old and new clients.
- Revenue Generation from Existing Clients.
- Communicating with users of the system to ensure customer satisfaction.
- Support events team. Execution and on ground support with end-users.
- Achieving annual targets by selling the Company's Market Intelligence platform, Globally, across 14 sectors.
- Conducting client meetings, online demos and presentations.
- Resolving customer issues and ensuring smooth operations of the project tracking database.
- Maintaining Weekly sales reports
- Liaising with several departments to cater to client's requirements in a timely manner
- Attending trade shows and exhibition to generate new clients.
- Maintaining Weekly sales reports.

Islamic Finance Executive – DSU Covered Cards

Abu Dhabi Islamic Bank
November 2015 – August 2017
Abu Dhabi, UAE

- Implementing sales plan to achieve the goal set by the Retail Management.
- Direct Sales of extensive Islamic covered cards.
- Sourcing client thru company enlisting, company visit, cold calling and referrals.
- Maintaining good relationship with old and new clients.

*(Additional Work Experience History & Background on **Page 2**)*

MODULAR COURSES

SAFETY TRAINING NEBOSH

August 2015
Al Hosn University,
Abu Dhabi UAE

Adv. English Communication Skill

October 2008-2009
British Council
Abu Dhabi, UAE

Arabic Language Course

October 2008-2009
Philippine Labors Training Office
Abu Dhabi, UAE

Webmaster

August 2008-2009
Galaxy Computer Training Institute
Abu Dhabi, UAE

International Computer Driving

May 2008-2009
Al Khawarizmi International College
License (ICDL) – Australia
Abu Dhabi, UAE

PERSONAL

Birth Year: 1991
Height: 5'8 inches (172 cm)
Marital Status: Single

Additional Work Experience History:

Relationship Officer

Doha Bank Abu Dhabi
April 2015 – October 2015
Abu Dhabi, UAE

- Implementing sales plan to achieve the goal set by the Retail Management.
- Direct Sales of various products mainly Personal Loan, Credit Card, Auto Loan and Business Loan.
- Sourcing client thru company enlisting, company visit, cold calling and referrals.

HR Manager / Branch Manager

Securitel Technology Solutions
May 2013 – February 2015
Toledo City, Cebu Philippines

- Maintains the work structure by updating job requirements and job descriptions for all positions.
- Detailed duties and responsibilities can be discussed during interview and or thru verification.

Supervisor

Securitel Technology Solutions
Mar 2012 - May 2013

Mandaue city, Philippines

- Duties and responsibilities can be discussed during interview and or thru verification.

EDUCATION

Bachelors Business Administration in Marketing - Undergraduate

2012 University of San Carlos
Cebu Philippines

High School

March 2008
Borbon National High School
Cebu Philippines

Grade School

April 2004
Borbon Central Elementary School
Cebu Philippines

SKILLS

- Active listening
- Communication
- Computer
- Customer service
- Interpersonal skill
- Leadership
- Management skills
- Problem-solving
- Time management
- Transferable skills
- Sales & MarCom