



BEBETH GARCIA TORRES

CONTACT

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DEIRA DUBAI U.A.E.

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SKILLS

MICROSOFT OFFICE SUITE
MARKETING AND ADVERTISING
CREATIVITY
ADOBE CREATIVE SUITE
PROJECT DESIGN
LOGO CREATION
DIGITAL MEDIA
ILLUSTRATION
TALLY ERP-9
WILCOM EMBROIDERY PROGRAM

LANGUAGES

ENGLISH
BASIC ARABIC

VISA STATUS

EMPLOYMENT

EDUCATION

MARCH - SEPT.2022
GRAPHIC DESIGN PROFESSIONAL DIPLOMA
FILIPINO INSTITUTE DUBAI U,A.E.

SY1999-2000
SAN GUILLERMO ACADEMY
TALISAY , BATANGAS PHILS.

TRAININGS/AWARDS

GRAPHIC DESIGN PROFESSIONAL DIPLOMA
BEST IN ACADEMIC AWARDS

SUMMARY :

13YRS EXPERIENCE SALES/ACCOUNTS.
A HIGHLY MOTIVATED IN CUSTOMER RELATIONS AND SALES
PROVEN SUCCESS IN UPSELLING CUSTOMERS
TO INCREASE REVENUE AND DEVELOPING RELATIONSHIPS
WITH CUSTOMERS THROUGH EFFECTIVE SALES
TECHNIQUES. SKILLED IN CREATING VISUALLY-APPEALING
MERCHANDISE DISPLAYS TO ENGAGE CUSTOMERS.

WORK EXPERIENCE

KHEYOOT ADV. GIFTS & SUPPLY PROPRIETORSHIP LLC SALES/ACCOUNTS

FEBRUARY 02, 2024 - UP TO THE PRESENT

OLD NAME COMPANY : PROMO CORE GIFTS LLC

FEBRUARY 02, 2022 - FEBRUARY 01, 2024

AS SALES PERSON :

I'M RESPONSIBLE FOR NEGOTIATING SALES, COSTS,
DELIVERIES AND SPECIFICATIONS WITH BUYERS AND BUSINESS EXECUTIVES.
WHEN THEIR CUSTOMERS MAKE A PURCHASE, THEY ALSO LIAISE WITH SHIPPING
COMPANIES TO TRACK THE PROGRESS OF ORDERS.

MY ADDITIONAL DUTIES AND RESPONSIBILITIES :

-ACTING AS A POINT OF CONTACT BETWEEN CUSTOMERS AND COMPANIES
NEGOTIATING TERMS OF SALES AND AGREEMENTS AND CLOSING SALES WITH CUSTOMERS
GATHERING MARKET AND CUSTOMER INFORMATION TO FIGURE OUT THE CUSTOMER NEEDS
RESPONDING TO CUSTOMER QUERIES AND RESOLVING THEIR OBJECTIONS TO GET THEM
TO MAKE A PURCHASE
ADVISING PRODUCT DEVELOPERS ON IMPROVEMENTS TO INCLUDE IN FORTHCOMING PRODUCT
DEVELOPMENTS AND DISCUSSING SPECIAL PROMOTIONS
CREATING PROPOSAL DOCUMENTS AS PART OF THE FORMAL BIDDING PROCEDURE
INSPECTING INVENTORY IN STOCK AND THE QUALITY OF THE PRODUCT ON DISPLAY
PROVIDING CUSTOMERS WITH DETAILED AND ACCURATE QUOTATIONS AND COST CALCULATIONS

IN ACCOUNTS :

SUBMITTING SALES AND TAX REPORT
ISSUING THE TAX INVOICE
RECEIPT VOUCHER
PREPARING THE STATEMENT OF ACCOUNT
MANAGING THE SUPPLIERS STATEMENT OF ACCOUNT

IN PURCHASE:

SUBMITTING PURCHASE REPORT
PREPARING LPO
ORDER IN SUPPLIERS

IN SHIPMENT INT'L. & LOCAL :

PREPARING DELIVERY NOTE IN LOCAL
INT'L PREPARING THE PACKING LIST

OCT. 2014 - JAN. 2022

SALES/CASHIER/CUSTOMER SERVICE

DESIGNER ONE , ETIHAD MALL

DUBAI U,A.E.

SEPT. 2011- AUG. 2013

SALES/CASHIER/CUSTOMER SERVICE

KIDS CORNER DUBAI FESTIVAL CITY

DUBAI U,A.E.