

# RONA NICA OTAMIAS

## Profile

Dynamic and results-driven sales professional with over 3 years of experience in driving revenue growth and managing high-performing teams. Proven track record in developing and executing effective sales strategies, leading cross-functional teams, and exceeding sales targets. Skilled in building strong client relationships, negotiating contracts, and fostering a collaborative work environment. Adept at identifying market opportunities and implementing process improvements to enhance productivity and customer satisfaction. Passionate about mentoring and empowering team members to achieve their full potential.

## Work Experience

### Royal Sales Marketing Corp.

Logistic Clerk (October 2020–April 2022)


- Responsible for performing various administrative and clerical tasks related to the logistics and supply chain operations of the company.
- Responsible for over-seeing, leading, and managing a team of employees, ensuring their performance, development, and well-being.
- Collection of cash remittance from agents and delivery personnel and recording daily sales report.
- Recording transactions such as income and outgoings, and posting them to various account.
- Producing various financial reports.
- Conducting every other day banking activities.
- Reconciling reports to third-party records such as bank statements.

### Staffwise Solution Inc. (7Eleven Tuy)

Sales Are Maintenance/Team Leader (January 2020–July 2020)


- Ensuring that customers have a positive shopping experience by addressing their needs, resolving complaints, and maintaining a clean, organized store environment.
- Main cashier and back up cashier duties managing cash registers, ensuring accurate transactions, handling cash deposits, and maintaining financial records.
- Overseeing the performance and activities of store employees, providing guidance, training, and support to ensure efficient and effective work practices. Also creating work schedules, managing shift changes, and ensuring adequate staffing levels to meet customer demand.
- Monitoring stock levels, ordering supplies, and managing inventory to prevent shortages or overstock situations. Conducting regular inventory checks and ensuring accurate record-keeping.



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 June 13, 1997

 Rillo St. Tuy, Batangas

## Education

Bachelor of Science in Information Technology

**STI College Balayan**

2013–2017

**High School**

**Our Lady of Peace Academy**

2009–2013

## Expertise

Strategic Sales Planning

Sales Forecasting and Analysis

Leadership and Mentorship

Team Leadership and  
Development

## Language

English

Tagalog

## Trainings and Seminars

DOLE Seminar

**STI College Balayan**  
**March 2017**

PhilHealth Seminar

**STI College Balayan**  
**March 2017**

SSS Seminar

**STI College Balayan**  
**March 2017**

Sales & Mktg. Assistant Seminar

**Superbikes Batangas-Area Office**  
**September 2018**

Social Media Manager

**Online**  
**September 2023**

Cold Calling & Appointment  
Setter/Tools for Cold Calling

**Online**  
**September 2023**

## Superbikes Nasugbu

Sales & Marketing Assistant (September 2018–May 2019)

- Identifying customer needs and inquiries.
- Brainstorming and developing ideas, assisting in inbound and outbound marketing activities.
- Collaborating with marketing teammate about planning and executing initiatives through appropriate social media channels, and meeting sales deadlines.

## BR Optifarms Inc.

Egg room Assistant (December 2017–May 2018)

- Assist the egg room leader with the receiving, grading, and settings of eggs in trays according to their sizes and general sanitation of egg room.
- Grading and documentation of eggs to ensure only clean, settable eggs are passed along the process.
- Records purchases, performs physical count of inventory and reconciles actual stock count.

I hereby declare that the contents of my CV are accurate to the best of my knowledge and verify their authenticity.

Rona Nica Otamias  
Applicant