

ANTONIO SILVA

18 years of experience in Sales

jobseeker@crew.com.br – please request my full CV, Certificates and reference letters -

Desired Positions

Sales Coordinator
Sales Executive



I am able to:

Coordinate sales team by managing schedules, filing important documents and communicating relevant information;

*Ensure the adequacy of sales-related equipment or material;
Respond to complaints from customers and give after-sales support when requested;*

Store and sort financial and non-financial data in electronic form and present reports;

Handle the processing of all orders with accuracy and timeliness;

*Inform clients of unforeseen delays or problems;
Monitor the team's progress, identify shortcomings and propose improvements;*

Assist in the preparation and organizing of promotional material or events;

Ensure adherence to laws and policies;

PROFESSIONAL EXPERIENCE

- **KRK AUTO PARTS TRADE EIRELI**

November 2017 to the present time.

Sales Coordinator

Guiding salespeople, shippers and representatives, analyzing the performance of the team, aiming at meeting established goals. Following the after-sales processes, deadlines, participating in the definition of sales strategy and campaigns.

- **CS AUTO PARTS LTDA – ME**

July 2012 to October 2017.

Sales Manager

Responsible for the respective company in the private sector, in the field of auto parts for heavy vehicles, exercising daily business activity, as well as, purchase, sale, issue of Tax Notes, accounts payable, accounts receivable, bank transaction, among others.

- **PARADIESEL AUTO PARTS LTDA - ME**

January 2000 through June 2012

Sales Manager

Company director, carrying out purchase, sale, issuance of invoices, accounts payable, accounts receivable, bank transactions, monthly balance sheets, among others.

- **AUTO PARTS ZÉ DA LONA LTDA**

March 1988 to September 1999.

Salesman

Acting in the retail trade in the auto parts sector.

QUALIFICATIONS AND COMPLEMENTARY ACTIVITIES

- Solid career developed in the automotive sector, acting in strategic positions and executive leadership.
- Experience in team management.
- Experience in the preparation, control and monitoring of budgets and targets in the commercial area.