

# CURRICULUM VITAE

## **RUDEL A. BAYLON**

*Mob: +966 56 680 4756 (K.S.A.)*

*Tel : +63 2 875 8059 (Philippines)*

*E-mail address: rudelbaylon@yahoo.com*



### **Job Objective**

To provide a professional and quality driven approach to an organization where acquired expertise can be contributed towards excellence in execution in achieving profitability and development of strategic business goals.

### **I. Character / Competencies**

- Success selling skills, ability to handle all types of clients requirements with defined tactful strategies and exercise a good example of a team player.
- Proactive, passionate, goal setter and ability to build outstanding relationships with customers
- Enthusiastic self-starter with excellent time management, planning and organizational skills
- Strong interpersonal, communication, written and oral presentation skills and solid understanding of profitability, planned target and other financial measurements
- Excellent project management skills and solution oriented individual
- Constant high achiever, proven target achievement and consistent competitor awareness
- Demonstrated commitment to service excellence and teamwork
- High-level of computer literacy

### **II. Educational Background**

1991 Graduate	Bachelor of Science in Civil Eng'g	Mapua Institute of Technology Manila, Philippines
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### **III. Work Experience**

<b>Sept. 2019 – Present</b>	<b>Technical Consultant</b>	<b>HATCON - Hajjan Trdg. &amp; Ind'l Servcs. Al Khobar, Saudi Arabia</b>
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- Technical in-depth understanding & continuously study of Belzona Products and applications that are essential in the Sales presentations with client.
- Make company introduction and product presentations especially in the Coating & Lining Division.

- Plan continuously & develop a strategy that will entice and attract customer's interest of the products advantages & durability.
- Do ocular & site inspections/study/investigate and make actual measurements that are essential in making a correct & accurate assessment and product recommendation.
- Prepare the estimate sheets, project system summary & quotations.
- Attends conventions, seminars, meetings and other affairs that will enhance business clientele and develop clients trust & confidence.
- Hear and understand customers queries and complaints
- Prepare sales reports, forecasts, technical submittals, study market trends, etc, that are essential in achieving sales target
- Check plans, measurements and specifications of the client's requirement
- Monitoring of orders and coordinates with every department to ensure smooth and swift delivery & execution of projects.
- Submits and collects drawings, invoices and payments
- Attends site meetings, coordinates to all departments (client & management side) with the required documents/tools/equipment & take minutes of meetings to highlight projects requirements to ensure punctual delivery or availability of materials & project's deadline are corrected and conquered.

**Jan. 2010 – July 2019**

**Sales Engineer**

**Guardian Industries Co. Ltd.  
Dammam, Saudi Arabia**

- Visits jobsites, contractors, consultants, owners, and all other concern person, division or department in each office that are essential in opening a business and making a sales
- Make company introduction and product presentations of our product lines such as Fencing System, Access Control System and Steel Fabrication Lines to prospective clients.
- Attends conventions, seminars and other affairs that will enhance business clientele
- Hear and understand customers queries and complaints
- Prepare sales reports, forecasts, technical submittals, study market trends, etc, that are essential in achieving sales target
- Check plans and specifications of the client's requirement
- Monitoring of orders and coordinates with every department to ensure smooth and swift production and delivery
- Submits and collects drawings, invoices and payments
- Study competitor's activity and formulate a system that will gain customer's trust and confidence

**Sept. 2005 – Aug. 2009**

**Sales Engineer & Expeditor**

**Al Osais Industrial & Structural Supply  
Dammam, Saudi Arabia**

- Visits jobsite, contractors, consultants, owners, and all other concern person that are essential in opening a business and making a sales
- Make company introduction and product presentations to potential customers
- Developing a portfolio of desired customers and maintaining these records
- Over-all in-charge in promotion and sales of **Josam Plumbing Products** in the entire Kingdom of Saudi Arabia
- Prepare sales reports, forecasts, technical submittals, etc, that are essential in achieving sales target

- Send enquiry to suppliers and execute an analytical study on how to maximize the profit of the company with customer satisfaction in terms of cost, payment, availability & efficient delivery of materials
- Preparing quotations, schemes and presenting these to customers
- Prepare foreign local and foreign correspondence regarding product marketability essential in acquiring sales
- Monitor and update competitor activity
- Expedite and monitoring of P.O.s to ensure on time delivery at site.
- Take responsibility for establishing and maintaining relationships with distributor partners, electro-mechanical contractors and interaction with design engineers
- Actively participate and utilize cross selling activities to drive growth

**Feb 2002 – July 2005**

**Contractor / Developer**

**Self Employed  
Philippines**

- Analytical survey of construction requirements of clients for housing, buildings, schools and road works
- Develop and execute strategy to build and maintain contractor and end customer relationships, and to grow large project constructions sales and presence
- Conceptualizes a balanced scorecard depicting both tangible and non-tangible resources to offer a strategic sales forecast
- Allocate skilled workforce to construction site and implements quality driven panaceas
- Develop constructional projects by supplying materials to meet the specification defined by clientele
- Present a diversified construction plan flexible in meeting dividend budget of the client
- Provide sales coverage for assigned commercial accounts
- Take responsibility for establishing and maintaining relationships with distributor partners, electrical contractors and interaction with design engineers
- Actively participate and utilize cross selling activities to drive growth

**Dec 1999 – Dec 2001**

**Sales Engineer**

**Gulf Ceramics  
Dammam, Saudi Arabia**

- In charge of client servicing (**Arabic language is essential in dealing with prospective client/s**) in regards to all the products and services offered by the company
- Visit on-going construction sites to deal with the architects, designers, engineers, owners, dealers and traders to offer company products and services in the morning and attend as showroom manager at afternoon until closing
- Overall in-charge of the project implementation especially with installation contract mainly for A-1 customers particularly ARAMCO and recommend best products i.e. **Keope** ceramic tiles, **Laticrete** adhesives and grouts
- Prepare all technical and analytical works (**MS Office, autocad & autosketch applicable**)
- Handle purchasing, stock inventory, market analysis which includes comprehensive study of own products against competitor's latest technology and design
- Manage almost the entire business concerning administration, personnel and marketing departments

**Sept 1998 – Nov 1999**

**Site Engineer**

**Miraculous Medal Pastoral Center  
Philippines**

- Coordinate with suppliers for all materials needed on site
- Generally in-charge of specific tasks allocation to each worker
- Prepare weekly project accomplishment reports to management
- Responsible in implementation of daily work schedule in a given time frame
- Secure, manage and deliver regionally generated specification project orders from customers
- Ensure all problems and issues relating to the delivery of projects are effectively managed
- Liaise with Design team to ensure correct management of design schemes
- Support the activities of colleagues when required

**Feb 1993 – Jul 1998**

**Sales Engineer**

**Phil Metal Products Inc  
Makati, Philippines**

- Soliciting potential clients to avail the product and services offered by the company
- Handle customer accounts and inquiries and monitor sales trend
- Intensive analysis of the most economical yet with premium quality materials for the clients
- Surf in the on-going brand competition by extensive market research of saleable products
- Provide contingency plan in terms of material shortage or alternative for out of stock items
- Being attentive to customer's requests, inquiries and develop a good rapport with a client to increase business

**Mar 1991 – Jan 1993**

**Const'n Supervisor**

**Royvil Construction  
QuezonCity, Philippines**

- Handle projects for Ministry of Public Works and Highways
- Overall in-charge of project supervision
- Responsible in providing manpower for the on-going construction
- Regularly check if all the work is running as scheduled
- Function as time keeper, payroll master, warehouse in-charge
- Effectively interact to all workers to achieve a quality work

#### **IV. Training and Seminars Attended**

Value Engineering

Phil Metal Products, Inc  
Makati City, Philippines

Comprehensive Technical Training

Phil Steel Inc  
Makati City, Philippines

Auto Cad Operation

Mapua Institute of Technology  
Manila, Philippines

**Computer knowledge: MS Office, Autocad, Autosketch, (Computer Literate)**

**V. Personal Identification**

Birth date : February 18, 1967

Marital Status : Married

Nationality : Filipino

Height : 1.610 meters

Weight : 90 kilos

*Certificates and other pertinent data can be provided upon request.*

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