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SUMMARY

- Over 10 years experience managing business office functions and providing executive-level support to managers and customers.
- Experience training and leading services for customers, providing excellent customer service and problem-solving skills.
- Proven organizational and administrative knowledge gained; communication experience with co-workers and customers, advisory services for their accurate needs.

Languages: Upper intermediate Level in English (spoken and written) and Spanish as a native language.

Computer Skills: Microsoft Word, Power Point, Excel and Outlook.

WORK EXPERIENCE

General Management

2013 – 2020

Inversiones Inmobiliarias IDESAC / www.idesac.pe - Retail

It is a pioneer company in the field of Commercial and Advertising Architecture.

- Attended business relationships with a new client and potential strategic suppliers.
- Negotiated projects with corporate clients.
- Designed the marketing plan of the company.
- Analyzed prices and margins per customer entered and retrieved data using Excel spreadsheets and kept accurate records; created detailed reports and presentations for management.
- Directed and supervised the sales, operations, billing and collection processes of the business line.

Administrative Officer

2009 – 2013

Inversiones Inmobiliarias IDESAC / www.idesac.pe - Retail

It is a pioneer company in the field of Commercial and Advertising Architecture.

- Generated monthly reports in Excel spreadsheets for further analysts and evaluated Keys Accounts Management.
 - Organized and expedited workflow- included production workforce coverage.
 - Carried out coordination with suppliers.
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EDUCATION

Bachelor of Business Administration

2013

University of Lima, Lima, Perú

Diploma of Corporate Finance

2017

University of Lima, Lima, Perú