



JOHN NATHANIEL BISCANTE

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Nationality: Filipino | Date of Birth: Sept 02, 2000 | Address: Doha, Qatar

SUMMARY

Detail-oriented Admin/Sales Coordinator with over 3 years of experience in administrative support, sales coordination, and data management. Experienced in the medical supplies industry, supporting procurement, RFQs, tender documentation, and supplier coordination. Skilled in data entry, document control, order processing, and client communication, ensuring accurate records and efficient daily operations. Known for strong organizational skills, attention to detail, and the ability to support both sales and administrative functions in fast-paced business environments. Results-driven Senior Sales Executive with over 2 years of experience. Proven track record in exceeding sales targets, negotiating high-value contracts, and implementing sales strategies that increase market share. Adept at analyzing market trends, identifying new business opportunities, and delivering exceptional customer experiences. Recognized for strong leadership, excellent communication, and the ability to foster long-term partnerships with key clients.

WORK EXPERIENCE

Admin/ Procurement Assistant - Sharq Medical Supply

August 24, 2025 - Present

Doha, Qatar

- Prepared and processed Requests for Quotation (RFQs) for government and private sector clients.
- Prepared and submitted tender documents in compliance with project requirements and deadlines.
- Managed general email correspondence and inbound calls, ensuring professional and timely responses.
- Performed general administrative duties, including document preparation, record management, and office coordination.
- Coordinated with internal departments, external staff, and clients to ensure smooth daily operations and effective communication.
- Maintained supplier records, purchasing files, and administrative documentation for accurate record keeping.
- Scheduled meetings, maintained office records and databases, and supported management with daily administrative tasks.
- Ensured confidentiality and proper handling of sensitive company and client information.
- Processed Purchase Orders (POs) and coordinated with suppliers regarding pricing, delivery schedules, and order status.
- Monitored inventory levels and arranged replenishment of materials and office supplies when necessary.
- Tracked orders and followed up with vendors to ensure on-time delivery and resolve issues such as delays or shortages.

Senior Sales Executive - Consulting Company

October 2024 - August 2025

Doha, Qatar

- Identified and pursued new sales opportunities through prospecting and lead generation.
- Provided expert product knowledge and tailored recommendations to meet customer needs.
- Responsible for processing client applications and documents.
- Handle email correspondence and walk-in inquiries.
- Handle inbound and outbound calls to ensure sales productivity and meetings.
- Manage tasks related to printing, copying, scanning, and archiving documents.
- Create and organize applicant documents and required documents.
- Maintained accurate and up-to-date records of customer interactions, sales activities, and transactions.
- Facilitate communication between employers and applicants during the interview process.
- Lead and supervise the team in processing applications and documents.
- Coordinate applicant orientations to ensure smooth document transactions.
- Negotiated sales terms and closed deals to achieve individual sales targets.

WORK ACHIEVEMENTS

- Achieved the highest sales figures for (4) consecutive months and recognized as "Top Sales Employee of the Month" for consistently exceeding sales targets and achieving exceptional performance.
- Promoted to Senior Sales Consultant within (4) months due to exceptional performance, exceeding expectations, and consistently delivering outstanding results.
- Demonstrated exceptional client relationship management and product knowledge, resulting in increased sales and customer satisfaction.
- Successfully managed day-to-day company operations without direct supervision, ensuring continuity and efficiency.
- Processed a high volume of applicant applications with a timely completion and accuracy manner.
- Trained and onboarded new employees, contributing in the increase of team productivity.
- Played a pivotal role in meeting hiring targets and consistently exceeding sales goals, contributing to company growth.
- Conducted, developed and delivered presentations that effectively communicated sales concepts to Doha and Dubai company branch.

Admin - World Favour Services

October 2023 - October 2024

Doha, Qatar

- Manage and process client and applicant documents, ensuring accuracy and proper documentation.
- Maintain organized filing systems for both physical and electronic records.
- Handle email correspondence, phone calls, and walk-in inquiries in a professional manner.
- Perform document control tasks including printing, copying, scanning, filing, and document tracking.
- Prepare and review applicant documents and ensure all requirements are complete and properly recorded.
- Prepare, manage, and distribute proposals, contracts, and other official documents.
- Coordinate communication between management, clients, and applicants to ensure smooth operations.
- Monitor and follow up on application status and pending documents with clients and applicants.
- Assist in supervising document processing activities to maintain workflow efficiency.
- Conduct orientations and provide guidance to applicants regarding document requirements and procedures.

- Issue payment receipts and maintain accurate records of financial transactions.
- Prepare invoices and maintain documentation for company partner agencies.
- Assist in preparing reports, maintaining databases, and ensuring document compliance with company standards.

WORK ACHIEVEMENTS

- Handling and managing the company without the supervision of the managers.
 - Create, implement and establish company system for smooth flow of transactions.
 - Successfully process the applicant's applications.
 - Successfully trained new employee about the systems and process flow.
 - Key player in contributing to hit the hiring demands.
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EDUCATION

Associate degree in Civil Engineer

- Lyceum of the Philippines Laguna

Higher Secondary High School

- STI Calamba Laguna
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SKILLS

- **Microsoft Office Expertise:** Advanced proficiency in Word, Excel, PowerPoint, and Outlook.
- **Graphic Design:** Skilled in Canva and Adobe applications.
- **Video Editing:** Capable of producing and editing videos for marketing and social media.
- **Communication Skills:** Strong verbal and written communication with professional client interaction.
- **Customer Service:** Experienced in handling inquiries, resolving concerns, and ensuring client satisfaction.
- **Team Management:** Ability to lead, coordinate, and motivate teams to achieve targets and high performance.
- **Corporate Strategy:** Skilled in planning, analyzing, and implementing strategies that support business growth.