

# CURRICULUM VITAE



**Jose Luis Martinez Aguirre**

## Address

Valle Uxmal #209 A  
Col. Valle Antigua, C.P 37353  
Leon Gto.  
Telephone: 4792160233  
Age: 45

## Employment History

**August 2024-December 2024:** Account Manager (Coahuila state) **Radiac Abrasives**

Duties:

- Searching for new potential customers, in different areas, such Automotive Industry, Aerospace, Steel, construction.
- Checking inventory levels with existing customers.
- Taking care of existing business visiting customers frequently to keep good relationship and also to grow up the sales.
- Preparing Quotations
- Making weekly sales reports

**May 2016-February 2024:** Sales supervisor, **Asahi Diamond de México.**

Duties:

- Supervising sales activities of 9 people in Leon, Queretaro and Monterrey.
- Preparing monthly sales reports.
- Account receivable review.
- Following up on product testing.
- Making quotation.
- Searching for new customers through Automotive fairs, social networks, with contacts of companies directly linked with the potential customer.

Some of my most important achievements as a sales person were with clients like: Arbomex, Hitachi Automotive, and Macimex.

**February 2015- March 2016:** Sales representative, **TIMLE SA DE CV (Automotive)**

Duties:

- Sales of foam lamination.
- Visiting customers mainly in Guanajuato, SLP, Edomex, and Coahuila.
- Checking inventory levels.
- Making quotation
- Prospecting for new clients.

**August 2008- March 2014:** Sales representative, **Azulejos y Azulejos.**

Duties:

- Sales of Mexican tiles by phone and also online through Ebay
- Monthly sales reports, Supervising quality of the tiles before packaging every week, as well as taking care of weekly exportations.
- Packing products.

**July 2004- August 2008:** Customer care representative, **Teletech.**

My duties included,

- Activating and deactivating phones.
- Changing plans, taking payments.
- Detailed explanation of invoices
- Taking care of signal issues with the cell phones.

## **Education**

**2005-2011:Degree in Tourism: Universidad De Leon.**

## **Languages:**

English: 90%, written, reading and spoken

**Professional profile**

- Good team working skills.
- Able to work under pressure.
- Proactive.
- Open to new knowledge.
- Good skills to negotiate and to make good relationship with customers.