**Jay**

[**Jay.279068@2freemail.com**](mailto:Jay.279068@2freemail.com)

**Automotive Sales Executive**

An ambitious, determined and self-motivated Sales Executive who is able to talk to people, build a genuine relation with them and identify exactly what it is that they want. To ensure exceeding customer expectations in every element of their buying experience. Possessing a professional appearance and exceptional work ethic. Dynamic sales professional with more than seven years of experience, boosting organizational profitability and performance through high impact sales.

**summary of qualification**

* An accomplished, dynamic professional in the field of automotive industry with more than 7 years of work experience in the mentioned field.
* In-depth knowledge of automotive spare parts.
* Highly skilled in handling customers’ parts requirements in terms of both sales and services.
* Assist customers with selecting and identifying parts needed for a project.
* Working knowledge of assisting customers in selecting required parts and providing relevant advice.
* Ability to read, analyze and comprehend instructions and information.
* Possess excellent negotiation and organizational skills.
* Highly self-motivated, energetic and assertive.
* Ability to handle multiple tasks and make sound decisions.
* Ability to perform tasks and responsibilities in a safe and accurate manner.

**education**

Graduated, Bachelor of Science in Computer Science

Major in Computer Programming

System Technology Institute

City of San Fernando, Pampanga, Philippines – Year 2005

**present employment**

Arabian Automobile Co. LLC June 2013 to Present

A member of the AW Rostamani Group Dubai, UAE

Sales Executive NISSAN

* Attends walk in customer and telephone inquiry for dealers.
* Preparing orders from customer as per request list.
* Settled payment, arranged picking and packing of items.
* Preparing for invoice cum packing list.
* Scheduling delivery, cargo and container pick up.
* Attains the sales target given by the Management.
* Read catalogues in order to determine replacement part stock numbers and prices.
* Updating and giving information to customer as for their monthly purchased.
* Examine returned parts for defects, and exchange defective parts or refund money Price quoting and managing inventory system.
* Prepares daily, weekly or monthly report as required by the direct managers in regards of spare parts availability, sales wise and trending.
* Provide immediate attention to arriving customer, with courtesy and interest to their fullest satisfaction.
* Prepare requisition slip, order to restock parts and supply.
* Manage and process returns.
* Handled the tasks of monitoring and supervising daily reports and sales productivity.
* Performs other related tasks that may be assigned from time to time.

**previous employment**

Carworld Incorporated (Dealer Mitsubishi Motors Corp.) February 2008 to February2013

Senior Sales Executive Pampanga, Philippines

* Attends to over the counter customers, affiliates, service advisers and telephone inquiries.
* Sells Mitsubishi genuine spare parts and other products to internal and external customers.
* Shows courtesy and politeness to customers.
* Attains the sales target given by the Management
* Operates MMPC on-line inquiry to inquire parts status.
* Requests customer’s deposit for special order of spare parts.
* Operates the advance purchasing, order entry and billing and inventory management module of the ERIC system to transact/process sales order, purchase request and to inquire the parts availability and price.
* Coordinates and monitors ordered parts with purchasing officers to promptly advise the customers.
* Prepares parts sales invoice to the customer and allows the warehouse custodian to pick up the invoiced parts for proper binning.
* Checks the purchased parts of the customer with actual quantity and quality picked up prior releasing.
* Assists the purchasing officers to check/inquire parts availability to branches if parts are not available.
* Oversees the duties and responsibilities of the Assistant-Parts Sales.
* Monitors and assures attainment of the sales target given for fleet sales, wholesale and over-the-counter sale.
* Prepares and submits daily sales report to the immediate superior.
* Prepares internal and external reports that may be assigned.
* Assures the accuracy and timely submission of the reports prepared by the Assistant-Parts Sales.
* Solicits new good payer and reputable wholesale and fleet accounts with a set target.
* Renews credit agreement of the existing accounts annually.
* Assists the credit and collection personnel in monitoring receivables to avoid inconvenience of blocked orders for the wholesale and fleet accounts.

I hereby certify that the above information is true and correct to the best of my knowledge and belief.