



## Aaron Sagun

### VEHICLE CUSTODIAN OFFICER IN-CHARGE

#### Vehicle Custodian – OIC (Vehicle Sales Department)

Toyota Calapan City, Inc., Calapan City Oriental Mindoro Philippines

2018-2024

- Vehicle Tracking System- 100% Implementation and Monitoring of daily QR Code usage.
- TMP Carrier Delivery Management – Ensures initial PDI of units received from QRS carrier and acknowledgement of QRS delivery receipt & vehicle report for submission.
- Vehicle Release Management- Supervise release giving emphasis on quality and timeless.
  - Ensures vehicle PDI checklist with in 24hrs hours after receipt of unit from QRS.
  - Ensures vehicle stencil immediately after PDI
  - Completeness of installed accessories
  - Preparation and installation of vanity plate.
  - VDN checklist and signature.
- Stockyard Management- Supervision and monitoring of vehicle in stockyard.
  - Daily checking of vehicle window, engine hood, tires and battery and over all unit condition.
  - Daily stockyard inventory, parking alignment and showroom displays
  - Safe keeping of spare keys
  - Received accessories and pouch for endorsement to VSA
- Damaged unit and Accident Management
  - Report incident immediately to VSA
  - Submit incident reports and conducts initial investigation
  - Furnish necessary requirements needed for insurance/TMP claim.
- Paper works and daily checklist Management
  - Files daily checklist with accessories, carwash and releasing bay
  - Files daily inventory checklist
  - Files Delivery receipt from carrier.
  - Files all the incident report
  - Files all PDI checklist.
- Driver Handling- Monitors driver's daily task, schedule of swapping and deliveries
  - Monitor drivers' daily tasks, schedule of swapping and deliveries
  - In charged of driver attendance
  - Delegation of workload to drivers
  - Other tasks that may be assigned (if needed)

#### Sales Associate

##### **Acostino Marketing**

Puerto Galera Oriental Mindoro Philippines

February 2013 up to December 2017

- Greet customers as they enter the store.
- Answer customer questions and assist with requests.
- Execute purchases and returns at the cash register while checking for accuracy.
- Restock and organize merchandise on the sales floor.
- Resolve customer complaints and issues in a timely and professional manner.

#### **Contact Details:**

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[aaron\\_sagun25@yahoo.com](mailto:aaron_sagun25@yahoo.com)

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#### **Skills:**

- ❖ Excellent customer service and communication skills.
- ❖ Ability to work effectively in a team environment
- ❖ Sales & Marketing

#### **Qualification Summary:**

- ❖ Honest and reliable automotive professional with five (5) years' experience performing service at large car dealerships
- ❖ Self-motivated, hard-working, trustworthy and can work with minimum supervision.
- ❖ Automotive industry knowledge
- ❖ Providing quality customer service
- ❖ Proven ability to work in a stressful environment.
- ❖ A fast learner, responsible and desires for professional and personal development.

#### **Visa Status:**

Work Visa Transferable

**QID valid until 22 June 2025**

**Waiter****Marina de Manila Restaurant**

Metrowalk, Meralco Ave. Pasig City, Philippines

December 2009 up to March 2010

**Waiter****Padi's Point Restaurant & Bar**

Mall of Asia, Pasay City, Philippines

April 2009 up to June 2009

- Provided exceptional customer service by taking orders, serving food and beverages, and ensuring guest satisfaction
- Collaborated with kitchen staff to ensure timely and accurate delivery of meals
- Maintained cleanliness of dining area and provided assistance with cleaning and setup

**Associate in Hotel and Restaurant Management**

Pateros Technological College

Santo Rosario Pateros Metro Manila

2008 – 2010

**Educational Attainment****Shielded Metal Arc Welding (SMAW)****National Certificate II (NC II)**

Technical Education and Skills Development Authority Region IV-B (TESDA)

Lacorte Manpower Training Center Inc.

November 22, 2012 to December 27, 2012

**Personal Information**

Date of Birth : January 6, 1986

Age : 38

Nationality : Filipino