



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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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