Robert Smith

Commercial Parts Manager

CONTACT DETAILS

1737 Marshville Road,
Alabama
(123)-456-7899
info@qwikresume.com
www.qwikresume.com

SKILLS

Multi Tasker, Problem Solver, Excellent Customer Service, Detailed Oriented.

LANGUAGES

English (Native)
French (Professional)
Spanish (Professional)

INTERESTS

Climbing
Snowboarding
Cooking
Reading

REFERENCES

Reference – 1 (Company Name)
Reference – 2 (Company Name)

PERSONAL STATEMENT

Over twenty years experience in the restaurant and bar industry . I thrive in a fast paced environment where able to utilize superb problem solving skills. Detailed oriented and enjoy multi tasking. Enjoy working as a team. A people pleaser and enjoy watching others succeed.

WORK EXPERIENCE

Commercial Parts Manager

ABC Corporation - February 2001 – April 2020

Responsibilities:

- Accurated look up of parts as well as, overseeing the delivery of all orders.
- Responsible for accurate accounts payable, receivable and diligent collections on past due accounts.
- Ensured driver logs were accurate and completed daily as well as , ensureing the maintenance of all company vehicles.
- Ability to gain the business of 95 percent of all garages in my area as well as, garages outside of my jurisdiction, which resulted in the need for an extra 40 hours of commercial driver hours to be added to payroll resulting in extra jobs for the community.
- Used Aggressive problem solving, multi tasking, paying extra attention to detail as well as, excellent customer service.
- Advised customers on substitution or modification of parts when identical replacements are not available.
- Examined returned parts for defects, and exchange defective parts or refund money.

Commercial Parts Manager

Delta Corporation - 2000 – 2001

Responsibilities:

- Answered phones, Ordered Parts of customers and service technicians, Set deliveries schedules for parts to commercial customers.
- Drive commercial sales, parts sales manager, manage and dispatch drivers, inventory, stock, manage commercial accounts.
- Running shifts and managing daily operations of wholesale auto parts delivery and sourcing Recruited, hired, supervised, scheduled and motivated a .
- Manage day to day operations of selling automotive parts to commercial businesses while working in a team environment.
- Task include being an assistant to store manager, scheduling, reviewing reports, answering phones, locating parts, delivering parts, providing .
- Responsible for distribution of parts to customers and employees.
- Handling and maintaining store financial, revenue and expenses.

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Education

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