

# JAN JAY R AARON MENDEZ

DRIVER



153 Lirio Street, Carmen, Cagayan  
De Oro City, Philippines 9000



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## **Profile:**

Home Delivery Driver with two years' experience driving various routes in AMERICANA(Kuwait Food Company) Shuwaikh City, Kuwait. For the past eight years, I am also driving a 4x2 SUV as my personal vehicle and daily driven transportation from home to work while I am now currently working as a Sales Executive in a car dealership.

Experienced and reliable Driver with vast experience working in the transportation of goods and passengers. Adept in safe driving practices and traffic laws. Bringing forth a clean driving record as well as a career history full of satisfied customers and clients. Experienced in performing maintenance and minor repairs on vehicles. Committed to the safety and successful transportation of goods, passengers and vehicles.

Organized and dependable candidate successful at managing multiple priorities with a positive attitude. Willingness to take on added responsibilities to meet team goals.



## **Work History**

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**2011-06 - 2013-06**

### **Driver/Home Delivery Driver**

**KENTUCKY FRIED CHICKEN / AMERICANA(Kuwait Food Company, Shuwaikh**

- Reviewing orders before and after delivery to ensure that orders are complete, the changes are correct and the customers are satisfied.
- Clean driving record and proven customer service skills.
- Committed to the safety and successful transportation of goods, passengers and vehicles.

**2022-09 - Current**

### **Sales Executive**

**MG GATEWAY SOUTH CORP / MITSUBISHI MOTORS PHILIPPINES, Cagayan de Oro City**

- Increased revenue by implementing effective sales strategies in sales cycle process from prospecting leads through close.
- Analyzed past sales data and team performance to develop realistic sales goals.
- Utilized internal lead referral tools to solicit new business opportunities and contacts.

2014-07 - 2019-09

### **Sales Consultant**

**HYUNDAI CAGAYAN DE ORO INCORPORATED**, *Cagayan de Oro City*

- Created detailed sales presentations to communicate product features and market data.
- Cold called and conducted face-to-face sales calls with C-level executives and directors in assigned sales territory.
- Implemented up-selling strategies, encompassing recommendation of accessories and complementary purchases.

2007-11 - 2008-04

### **Warehouse Supervisor /Sales Agent**

**HAPPY WAREHOUSE MARKETING INCORPORATED**, *Cagayan de Oro City*

- Promoted diligence and culture of safety for drivers and warehouse operations.
- Revised and developed procedures to reduce risk and achieve compliance.
- Supervised shipping and receiving, distribution and workplace safety.

2006-01 - 2007-09

### **Full-Time Sales Associate / Sales Clerk**

**7-ELEVEN / Magnus Vita Trading Corporation**, *Tagaytay City*

- Helped customers locate products and checked store system for merchandise at other sites.
- Prepared merchandise for sales floor by pricing or tagging.
- Greeted customers, offered assistance in finding requested items and carried merchandise to checkout line.

2002-02 - 2002-07

### **Service Crew / Counter Station**

**JOLLIBEE FOODS CORPORATION**, *Cagayan de Oro City*

- Worked with customers to understand needs and provide excellent service.
- Worked within applicable standards, policies and regulatory guidelines to promote safe working environment.
- Exceeded goals through effective task prioritization and great work eth



## **Education**

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1997-06 - 2002-10

*AMA COMPUTER COLLEGE - Cagayan De Oro City*

1993-06 - 1997-05

*OPOL NATIONAL SECONDARY TECHNICAL SCHOOL - Opol, Misamis Oriental*



## Skills

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Safe Driving Skills	■ ■ ■ ■ ■ Advanced
Hand-eye coordination	■ ■ ■ ■ ■ Advanced
Ability to read maps	■ ■ ■ ■ ■ Advanced
Customer Service Skills	■ ■ ■ ■ ■ Advanced
Can drive both Manual Transmission & Automatic Transmission	■ ■ ■ ■ ■ Advanced



## References

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Ms. Kathleen Kate Sorilla  
*PESO Manager*  
Cagayan de Oro City Jobs Placement Bureau  
Cagayan de Oro City Hall  
+63 935-465-8944

Ms. Mary Ann Ocio  
*Sales Manager*  
MG Gateway South Corp/Mitsubishi Motors Philippines  
Cagayan de Oro City  
+63 915-521-7250

Mr. Gilson Jay Polutan  
*OIC/Manager*  
Hyundai Cagayan de Oro Inc  
Cagayan de Oro City  
+63 917-328-3495



## Languages

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TAGALOG	■ ■ ■ ■ ■ Intermediate
ENGLISH	■ ■ ■ ■ ■ Upper intermediate