



# ALBERT BEJARIN SALCEDO

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## EDUCATION

- **St. John College**  
**TESDA Accredited**  
NC-II Automotive Servicing  
60hrs Assessment Training  
OWWA - Sponsored  
**November 2017**
- **AMA Telecommunication & Electronics Learning Center**  
Quezon City, Philippines  
**1998-2000**  
**Telecommunication Technician (Vocational Course)**
- **Caloocan High School**  
Caloocan City, Philippines  
**1994-1998**  
**SECONDARY**
- **East Bagong Barrio Elem. School**  
Caloocan, Philippines  
**1988 – 1994**  
**PRIMARY**

## COMPUTER PROFICIENCY

- ✓ MS Office Applications
- ✓ DMS Auto– Reynolds
- ✓ Autoline – Dealer Management System
- ✓ Daimler Logistics Ordering System
- ✓ Mercedes Benz, Toyota, Mazda & Ford EPC
- ✓ Mercedes-Benz BusDoc
- ✓ StarParts – Jeep catalogue
- ✓ EvoBus - SAP Logistics Ordering System
- ✓ Compaq STAR Diagnose Registration Service
- ✓ Microcat EPC- Ford Catalogue
- ✓ EPC Catalogue – Mazda Parts
- ✓ SAP-Warehouse Manage System

## SUMMARY OF QUALIFICATIONS

- Freelance Motorcycle Scooter Body Mechanical & Modifications
- Hands-on power tools equipment's & Forklift Operation
- 10 years in Automotive industries in parts service experience
- Experience in warehouse and stock management
- Extensive CV Mercedes-Benz Parts knowledge, Toyota & Ford / Mazda
- Intermediate administrative skills in Microsoft Office
- Strong knowledge of parts and catalogues
- Excellent communication and people skills
- Electrical Home and intermediate Auto Electrical Troubleshooting

## HIGHLIGHTS OF EMPLOYMENT

### MACC Man Automotive Concessionaires Corp. June 03, 2019 - Present

Edsa cor, Seminary Rd, Brgy. Bahay Toro, Quezon City

(MACC) is the exclusive distributor MAN Trucks & Buses and After Sales Provider of MAN Trucks & Buses in the Philippines.

#### *Warehousemen Personnel*

- Parts arrive identification and counter check in good condition, quantities.
- Preparation of Logistics parts orders for shipping and out going orders and send to couriers, with arrangement of waybills order.
- Assist customer parts withdrawal & strict inspection in good condition upon receive by customer.
- Warehouse application management has to document dispatching and receiving parts, parts & materials controlled.
- Responsible for the unloading, checking, warehousing and proper binning of the parts deliveries
- Internship in Applications of MANTIS –Epc and Eric's Warehouse Management system.
- Driver reliever/flexible incase of lack of manpower/ and forklift operator.

### FAST7 EXPRESS CORP. December 14, 2017 March 10, 2019

731Barcelona St. Binondo Manila.

#### *Operation – Logistic Supervisor*

*Logistic Supervisor perform various functions that ensure package are shipped and delivered within schedule.*

- Oversee and monitor availability of stock to reduce shortage
- Support inventory management consisting of reconciling and maintaining of finished goods inventory by sku along with lot date at 3PL warehouse locations.
- Meet with staff to identify and resolve the problems.
- Implement discipline and company rules regulations procedures.
- Monitor storeroom and warehouse materials usage.
- Well trained in system of Logistic E3 Management system, such as deliver dispatch, booking monitor, receive pickups track and trace status and call assistance for the riders
- In-charge Service-Vehicle for Maintenance Schedule Monitor

## **TRAININGS AND SEMINARS:**

### **With Daimler and Internal:**

- Internal Customer Communication  
3 – 4 Aug 2016
- Mercedes-Benz Genuine Parts and Accessories, Product Range and Presentation  
04 - 05 May 2015
- Mercedes-Benz Qualification Program for Parts and Accessories Sales Staff – Level 2  
07 - 10 Dec 2014
- Mercedes-Benz Qualification Program for Parts and Accessories Sales Staff – Level 1  
21- 25 Sep 2014
- Busdoc EPC  
Bus Parts Catalogue  
August 19, 2013
- Time Management Program  
September 4, 2013
- Parts process specialist  
Module1  
September 9, 2010

## **PERSONAL DATA:**

**Date of Birth:** April 23, 1981

**Place of Birth:** Caloocan

**Height:** 5'4"

**Weight:** 67 kgs

**Nationality:** FILIPINO

**Languages:** English, Tagalog

**Passport No.:** PO694344B

**Expiry Date:** FEB. 15, 2029

**Drivers Lic no.:** N0-02-02 013642

**Expiry Date:** 2022-04-23 – PRO

**SSS no.:** 33-5522813-6

**HDMF no.:** 1070-0060-1406

## **EASTERN MOTORS LLC**

Authorized distributors of Mercedes Benz, Jeep and Fiat Passenger vehicles in Sanaiya, Al Ain, UAE

### ***\* Intern Parts Sales Representative JEEP & FIAT & Mercedes-Benz Cars July – Nov. 2016***

#### ***\*Workshop – Mercedes-Benz-CV Parts Sales August 2010 – July 2016***

After Sales Department – Commercial Vehicles - Bus Division

Authorized Commercial Vehicle parts supply chain in UAE

#### ***\*Logistic Assistant August 2009 – August 2010***

After Sales Department Commercial Vehicles – Bus Division

Authorized Commercial Vehicle parts supply chain in UAE

### ***Light Vehicle Parts Counter Responsibilities JEEP & FIAT & Mercedes-Benz***

- Responsible in the selection of parts from MB-EPC Catalogue, EPC Starparts and EPER and creation of parts list demand, prepares estimates and quotations.
- Provides day-to-day operational assistance to the supervisor and the whole parts team to enhance customer engagement and provide positive experience.
- Follows sales process as per set guidelines and negotiates prices to close a profitable deal. Once this is done, inputs parts requisition in the system to ensure the ease of reference and facilitate order processing
- Assists in stock control to reduce slow-moving stock and obsolete stock. This includes recording and controlling back orders and incorrect parts received to follow up, take corrective action and ensure appropriate receipt of goods.
- Proposes order requests with the Logistics supervisor based on historical Sales Data, Actual Sales and current market trends to ensure orders are placed correctly and in timely manner

### **MB-Commercial Vehicles Parts Sales Counter Responsibilities**

- Responsible in selection of parts from Busdoc and creation of a parts demand list, prepares estimates and quotations
- Responsible for the issuance, picking, and releasing of parts according to the workshop and body shop demand list
- Coordinates the supply of parts requested by the workshop or body shop to ensure they are available on time. In case of unavailability, promptly communicates with the logistics supervisor for ordering requested parts to establish the lead time and delivery
- Responsible for the unloading, checking, warehousing and proper binning of the parts deliveries
- Ensures the warehouse, warehouse equipment, as well as the workshop tools and consumables are well maintained to secure goods in a safe and clean and orderly environment
- Provides assistance in the replenishing of stock in the absence of the logistics supervisor by analysing the parts movement and placing the order
- Providing product information and technical advice to WS, handling objections, ensuring the correct part is ordered, communicating delays due to unavailable stock

### **MB-Commercial Vehicles Parts Warehouse Responsibilities**

- Responsible in selection of parts and accessories from the Electronic Parts Catalogue & Busdoc (EPC, Mercedes-Benz), BusDoc (Mercedes-benz Buses)
- Conducting parts spot checking weekly 5-10% of stock on hand in system,
- Responsible for the unloading, checking, warehousing and proper binning of the parts deliveries
- Checks physical inventories and verifies actual location of inventories against assigned locations to ensure goods are correctly placed.
- Responsible unload bulk order and strictly check/inspect per lines items

## **REFERENCES:**

### **Spvr. Aizaz Sharief**

Bosch & Equipment Supervisor  
aizaz.sharief@easternmotors.ae  
Eastern Motors LLC  
Mobile: +971 50 8131429

### **Mr. Joseph Esplana**

Service Advisor  
FORD Davao- CDO  
Mobile: +63 935-0911398

### **Mr. Edgar Reposo**

After Sales Manager  
GAC Motors  
Mobile: +63 956-7454764

### **Mr. Farley Reyes**

Former Supervisor  
Fast7 Express Corp.  
Mobile: +63 915-8966180

against in delivery note

- Handling & driving heavy equipment using Forklift and crane jack.
- Organizes stocks, rotates, and relocates inventories of parts to facilitate easy reference and location as needed
- Provides assistance in the replenishing of stock in the absence of the logistics supervisor by analysing the parts movement and placing the order proper binning of the parts deliveries
- Checks physical inventories and verifies actual location of inventories against assigned locations to ensure goods are correctly placed.

### **TOYOTA Quezon Avenue Inc. June 2008 – November 2008**

(Dealer of Toyota cars Luxury cars, light cars & Commercial vehicle)

#### **Warehouseman**

- Responsible in selection of parts from the Electronic Parts Catalogue (EPC, TOYOTA Catalogue), and creation of a parts list demand, both for workshop and external customers
- Prepares parts pick to workshop, body shop and external customer
- Responsible for the daily, weekly and monthly parts reports
- Assists in the analysis of stock to maintain the a good inventory
- Handles boutique accessories inquiries and sales in the absence of the boutique coordinator
- Assists in conducting the physical annual inventory of the warehouse

### **MAZDA Quezon Avenue March 2006 – January 2008**

Dealer by MT. Blanc Motors. **Parts Expediter**

- Assist customer to a certain parts requirements and discuss by technical section on the service interchange ability
- Prepares parts pick to workshop, body shop and external customer
- Responsible for the daily, weekly and monthly parts reports
- Assists in the analysis of stock to maintain the a good inventory
- Handles boutique accessories inquiries and sales in the absence of the boutique coordinator
- Coordinate with customer and/or warehouse section on the pick up or delivery of approve parts for fullout

### **Super Value Inc July 2005 – December 2005**

(SM Supermarket) **Warehouseman**

- Incharge in parts receiving and inspection of goods
- Preparing of bulk & dispatching goods order of branches area.
- Unloading bulk deliveries using Heavy Equipment's such as Counter balance Forklift, MPT-Moving pallet truck & RTT – Reach Tower truck.
- Upload receiving goods using SAP application.
- In-charge supplies binning & allocation items.

### **TCM Transport PUV-Buses & Taxi Operations Est- 1997 – March 2005**

(Franchised unit) *Co-owners / Family Business*

- In-charge in Purchase & outsourcing Parts and Materials
- Intern in Periodic & preventive maintenance service replace and check the brakes, clutch, AC-maintenance oil & lubes checking level.
- Assistant in any general task in engine overhauling or replacing clutch and brakes, leap springs and any responsibilities.
- Liaison in-charge in vehicle legal documents renewal and other needs
- Oversee Dispatch Drivers and conductors in according in work schedule
- Hands-on equipment's in special tools and machines usage. Welding Machine, Acetylene Gas, Pneumatic tools and others.