



Edward Adam

FLEET SALES EXECUTIVE

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SUMMARY

As an accomplished and skilled professional with comprehensive experience within the Automotive Industry, Customer service and office administration. I have **more than 9 years of combined experience**. I excel at providing exceptional organizational and time-management skills. Strong work ethic and a positive attitude. I am a self-motivated, multi-skilled team player, with eagerness to work and perform in what I do. I am loyal and determined to succeed and I am also a fast learner. I work well under pressure and strive to excel within my job duties and extra duties which are given. I consider myself to have excellent people, admin and communication skills.

I also know that if you give me the chance to prove myself you will not be disappointed.

EXPERIENCE

Fleet Sales Executive

Marshallo LLC *Oct 2019 - Present*

Build up fleet department

Fleet Sales Executive

Mega World Toyota Centurion *Mar 2018 - Oct 2019*

- Assisting fleet leasing companies with their purchases for fleet customers (AVIS, Barloworld Fleet, etc)
- Assisting Corporate Companies with their fleet purchases (Protea Coin, Coca-cola, ABI, etc)

Fitment Centre Coordinator / Master Service Advisor / Assist Service Manager

Mega World Toyota Centurion *Sep 2015 - Mar 2018*

- Ensure new vehicle fitment of accessories are done timelessly
- Promote accessory sales
- Full Service Advisor duties
- Run the 'Express Service Bay'
- Assist Service Manager with Admin functions and any other tasks required

Workshop Controller / Lexus Master Service Advisor / Environmental Officer

Mega World Toyota Centurion *Feb 2013 - Dec 2013*

- Load workshop and schedule jobs between technicians
- Ensure productivity
- Full service advisor function for Lexus Customers

EDUCATION

LLB Degree

University of Texas

Jan 2020 - Present

Marketing Management (NQF 6)

Columbia University *Jan 2016*

CERTIFICATION

Service Advisor Training

- Toyota/Lexus Master Service advisor (Level 1 & 2)
- Warranty/ SAGA and coding of job cards (warranty claims)
- Processes
- Auto fundamentals (Basic Technical)
- Express Service Taking Ownership
- Express Service Operational
- Customer Care
- Basic Management
- Environmental Training
- Fundamentals of CE Loyalty
- Consumer Protection Act
- Toyota - Technical Orientation

Management Training

- Service Manager Financial
- Service/Parts Manager General & Advanced Level
- Certified Foreman Training
- Service Plus & PSE Managerial
- Functional Strategy
- Coaching Mentoring After-Sales

AWARDS

National Service Advisor Skills
Toyota South America

Customer Service Society
Toyota South America

Star Performer Award
Marshallo LLC