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## Automotive General Sales Manager Resume

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### Job Objective

Qualified Automotive General Sales Manager seeking work with an existing company in which to put my skills and knowledge to good use.

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### Highlights of Qualifications:

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- Huge experience in managing sales of an automotive industry
  - Deep knowledge of various dealership operations
  - Operational knowledge of accounting procedures
  - Remarkable ability to develop monthly forecasts
  - Exceptional ability to comprehend all written information
  - Skilled to analyze and resolve all problems
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### Professional Experience:

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Automotive General Sales Manager  
Fields Auto Group, Valparaiso, IN  
October 2008 – Present

- Coordinated with Sales Associates and Manager and assisted in closing various deals.
- Ensured customer satisfaction with manufacturer's services at all times.
- Assisted general manager in preparing daily and monthly forecasts of profit and unit sales.
- Developed program plans with sales manager to achieve all company objectives.
- Prepared sales promotion and manufacturer programs and ensured resolution of all customer complaints.
- Monitored all expenses incurred by sales department.
- Maintained inventory for vehicles and managed according to required AutoNation regulations.
- Ensured all work in accordance to company policies and safety standards.

Automotive Sales Representative  
Russel Automotive, Valparaiso, IN  
August 2003 – September 2008

- Coordinated with various domestic and international clients for making sales.
- Managed inventory of vehicles and necessary parts.
- Coordinated with sales department and ensured achievement of all sales goals.
- Provided exceptional levels of customer services to retain customers.
- Prepared sales contracts and all Performa invoices required in sales process.
- Participated in various meetings and provided necessary feedback.

Automotive Sales Professional  
Crown Kia, Valparaiso, IN  
May 1998 – July 2003

- Developed goals in accordance with company's standards of productivity.
  - Managed inventory of automobiles and its associated accessories and ensured benefits to clients.
  - Maintained various vehicles and ensured optimal knowledge on product such as services and warranties provided.
  - Ensured good relations with existing clients and procurement of new on a regular basis.
  - Prepared reports of all sales made and services provided.
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### Education:

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Bachelor's Degree in Business Administration: Sales and Marketing  
North Carolina Central University, Durham, NC

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