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| **SUMMARY** |

***Current Employer:-****Grand Hyundai, India*

***Current position:*** *Parts & Service Advisor – Body Shop*

***Strength and capacity: - ****Customer service* *******Service reception* *******Service finding* *******Job card maintenance* *******Insurance company coordination* *******Insurance follow up* *******Service and repair follow ups* *******Counter billing* *******Parts ordering* *******Vehicle dispatch* *******Production planning preparation* *******Follow ups and updating the production status* ****** *Purchase enquiry********preparation* ****** *Order preparation******* *Time sheet preparation******* *Estimation preparation* ****** *Email correspondence*

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| **CAREER SUMMARY** |

Parts & Service Advisor – Body Shop - Grand Hyundai - Nov 2012 to till date

Service Technician -Body Shop - Grand Hyundai - Nov 2011 to Oct 2012

Production Planning Assistant -Saint Gobin (SEPR) Refractory India Ltd - May 2011 to Oct 2011

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| **CAREER DETAILS** |

***Part & Service Advisor- Body Shop -Nov 2012 to till date***

*(Grand Hyundai Ltd, Authorized service and sales dealership for Hyundai India Ltd)*

**RESPONSIBILITIES & DUTIES:**

* *Reporting to Work shop Manager*
* *Customer relation and maintenance*
* *Accept the vehicle with the customer comments*
* *Preparing the job card according to the physical check findings*
* *Advise the spare parts requirement for the repair job*
* *Find out the right part number for the job completion from the online parts manual and by using the hard copy of the parts*

*Manual*

* *Follow up with the work shop team to complete the job in the committed period*
* *Prepare quotations and estimate for the insurance and the end customer*
* *Prepare and provide the documents for the insurance claims*
* *Final bill preparation with respect the repair job*
* *Correspondence and email communication*
* *Documentation and filing*

***Service Technician- Body Shop -Nov 2011 to Oct 2012***

*(Grand Hyundai Ltd, Authorized service and sales dealership for Hyundai India Ltd)*

**RESPONSIBILITIES & DUTIES:**

* *Reporting to Work shop Supervisor*
* *Actual job estimation and handover to the supervisor according to the physical damage*
* *Coordinate the repair job*
* *Assist the senior engineer on the repair job*
* *Handle the basic maintenance and service job*
* *Update the job log according to the completion of the job*
* *Update the delivery ready tracker report upon job completion and hand over to the supervisor*

***Production Planning Assistant -May 2011 to Oct 2011***

(*Saint-Gobain SEFPRO is the only refractory group worldwide fully specifically to the Glass Industries)*

**RESPONSIBILITIES & DUTIES:**

* *Reporting to production controller*
* *Prepare the production plan according to the man power and the raw materials*
* *Communicate with the production department to make sure the plan achievement*
* *Communicate and coordinate with the stores to issue the raw materials for the production*
* *Email correspondence to the required inter departments for the related production*
* *Dispatch the shift production report to the management*

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| **QUALIFICATION** |

* ***Diploma in Mechanical Engineering***

*State Board of Technical Education & Training, Tamilnadu*

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| **COMPUTER COURSES** |

* ***MS Office***

*GTEC Computers, India*

* ***Auto Cad***
* ***SAP***

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| **PERSONAL INFORMATION** |

*Nationality : Indian*

*Gender : Male*

*Age & Date of Birth : 24, 3rd October 1990*

*Marital Status : Single*

*Languages : English, Malayalam & Tamil*

*Hobbies : Driving, Listening music*

**DECLARATION**

*I hereby declare that the above mentioned data are true and best of knowledge and belief. If I am appointed, I shall*

*discharge my duties satisfactorily*