Junaid

Junaid.372259@2freemail.com

Work experience

Qatar Engineering & Construction LLC, July 2016 — Present

Doha, Qatar

Fleet/Logistic Coordinator

Handover Vehicles - Inspection of vehicles while handover, returning or replacing it to allotted drivers. Mobilization & Demobilization - Inspection & Preparing vehicle for the sites as per site requirements. Mobilizing & Demobilizing vehicle to and from sites.

Repair Requests - Preparing the service request for the vehicles. Following up the repair status. Transportation - Receiving requests, arranging transports and reports.

Dealing with the supplier for hiring vehicles.

Vehicle Request Tracking - For in-house & hired vehicles. Receiving requests for vehicles and arranging on the requirement for the same. Tracking the duration of vehicles for overdue and extension of request dates.

IVMS Tracking - Tracking vehicle locations, over-speeding and other similiar events. Generating different kind of reports like Event Reports, RAG Reports, Fuel Reports, Movement Reports, Risk Management Reports, etc.

Moto Venture March 2015 — June 2016

Technical Advisor

·Confirming the customer’s appointments for maintenance.

·Receiving the customers with warmful greetings.

·Receiving the customer details, checking vehicle maintenance records, examining service schedules and services by listening to customer’s description of symptoms.

·Prepare repair orders by describing symptoms, problems and causes discovered, as well as repairs and services required, obtaining approval signatures.

·Maintains customer’s rapport by explaining estimates and promised delivery time and obtaining and providing contact telephone numbers.

·Upsell and trying to sell additional works on customer’s vehicles, which is existing. ·Upon completion of job deliver the vehicle in clean and tidy

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Automatrix ( TATA Motors Authorised Oct. 2013 — Feb. 2015

Dealer in Passenger Vehicles), Mangalore,

India

Service Advisor

·Confirming the customer’s appointments for maintenance.

·Receiving the customers with warmful greetings.

·Receiving the customer details, checking vehicle maintenance records, examining service schedules and services by listening to customer’s description of symptoms.

·Prepare repair orders by describing symptoms, problems and causes discovered, as well as repairs and services required, obtaining approval signatures.

·Maintains customer’s rapport by explaining estimates and promised delivery time and obtaining and providing contact telephone numbers.

·Upsell and trying to sell additional works on customer’s vehicles, which is existing.

·Upon completion of job deliver the vehicle in clean and tidy

Automatrix (TATA Motors Authorised Oct. 2012 — Sept. 2013

Dealer in Passenger Vehicles), Mangalore,

India

Trainee

·Attending the various jobs allocated from workshop controller regarding the periodic maintenance and running repair jobs.

·Diagnosing and troubleshooting of different faults mentioned in job orders according to customer complaints.

·Preparation of estimation of repair jobs

·Execute assigned jobs according to established work procedures.

·Using of workshop service manuals and to execute repairs according to the manufacturing specifications.

Personal Details

**DATE OF BIRTH:** 10 Feb. 1992

**MARITAL STATUS:** Bachelor

**NATIONALITY:** Indian

**DRIVING LICENCE DETAILS:**

***Category of Vehicle:*** Light Motor Vehicle & Motorcycle with Gear

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Projects

*Designed & Constructed a Mini Baja vehicle for final year project.*

Qualifications

*Diploma in Automobile Engineering (DAE)*

Education



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| Diploma in Automobile Engineering | July 2009 — May 2012 |
| S. N. M. Polytechnic College, Moodbidri, Mangalore, Karnataka, India |  |
| Higher Secondary | June 2008 |
| St. Aloysius Pre-University College, Mangalore, Karanataka, India |  |
| Secondary Education (SSLC) | June 2007 — March 2008 |

Popular Bunts English Medium High School, Bajpe, Mangalore, Karnataka, India

Computer Skills

*Microsoft Excel, Powerpoint, Outlook, Word, AutoCad,Solid Edge v19*

Languages Known

English, Hindi, Urdu, and Kannada

Interests

*Music, Working on Cars, Road Trips*

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