

 RESUME

***JEFFIN***

Email: jeffin.373396@2freemail.com

**Career Objective:**

 To secure a challenging position where I can effectively contribute my skills as an Automobile Professional, possessing competent Technical Skills.

**Educational & Technical Qualifications:**

* B.Tech (Mechanical Engineering) from Holy Kings college of engineering & Technology-Pampakuda, Ernakulam (2015-course completed)
* Diploma in Automobile engineering from Carmel Polytechnic College, Alappuzha (2009)
* Plus Two from K. V. S. H. S. S, Muthukulam, Alappuzha (2006)
* 10th from St. Thomas H S, Karthikappally, Alappuzha (2004)

**Computer Skills:**

*Software Skills* : Diploma in Mechanical CADD(AutoCAD,CATIA), Solid Edge ST5,

MS Office, Photoshop, GDMS & DMS, Honda Technical Report, HDS (Honda Diagnosing System), G-Scan, Hi-Scan, DT-II (Harley Davidson).

**Experience : 4.5 years**

Worked in **Peninsular Honda, Cochin** as ***Warranty-In-Charge*** & ***Service Advisor*** from 21.08.2009 to 31.10.2010.

Worked in **MGF Hyundai**, Padivattom as ***Service Advisor*** from 01.11.2010 to 12.12.2011.

Worked in **Spice Coast Harley Davidson,** Ernakulam as the **Waranty Administrator & Service Engineer** from 24.05.2015 to 22.04.2017

**Industrial Exposure:**

* SAP-1 training (Service Advisor Training Program - 1) conducted by Hyundai (Cochin)
* Warranty In Charge Training conducted by Honda Siel Cars (Chennai)
* Two weeks internship at Hindustan Organic Chemicals (HOC), Ambalamughal (Ernakulam)
* Completed 67 Online Training (Service Operation Recognition & Technical Recognition) Programs by Harley Davidson Motor Company.

**Co Curricular Activities:**

* Certificate of participation in Personality development program conducted by Gillette
* Certificate of participation in Entrepreneurship program conducted by SBT
* Certificate of participation in Social Service as a part of curriculum

**Extra Curricular Activities:**

* First position in All Kerala Inter Collegiate CAD Drawing competition conducted by Holy Kings College of Engineering & Technology
* Certificate of participation in All Kerala Inter Collegiate Machinist competition conducted by Sree Narayana Gurukulam College of Engineering

***Works done as Warranty In Charge***

* *Preparing warranty claims*
* *Dispatching of warranty parts*
* *Preparation of review sheets & Scrap notes*
* *Giving advice for the scrapping process*
* *Registering the new complaints to authority*
* *Warranty data entry*
* *Extended warranty claim preparation*

***Works done as Service Advisor***

* *Receiving the customers coming for Servicing the vehicle*
* *Preparing job card for works to be done*
* *Giving estimation to the customer*
* *Canvassing the customers for doing the value added services and accessory fitments if any*
* *Allotting the prepared job card to workshop floor*
* *Giving the explanation of works to be done*
* *Giving the status of work to customer through telephonic conversation*
* *Giving delivery to the customer at promised time & getting their feedback about the service works done.*

**Personal Profile:**

Name : Jeffin

Gender : Male

Marital status : Married

Nationality : Indian

Blood Group : O+

Interests : Driving, Travelling

Date of Birth : 25-11-1988

Languages Known : English, Malayalam

 **Visa status : Residence (186775199)**

**Personal Skills:**

* Ability to deal with people diplomatically
* Willingness to learn
* Team worker with good interpersonal skills.
* Proficient computer literacy proven through work experience
* Interpersonal and relationship building skills

**Declaration:**

 *I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.*

**Place :** Abu Dhabi

**Date :** ***Jeffin***