**Vijay**

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#### DSC_0035

**Career Objective**

Looking for a position as a Service Advisor in dynamic environment where experience and professionalism are valued and required as means of attaining company success in strategy.

**Professional Experience**

Automotive Service advisor at Maruti Suzuki (ABT Maruti)\_Period - June’17 to june’18

* Receive insurance & cash jobs of Body shop
* Take approval, open job card for new vehicle, arrange spare parts, delivering the vehicle
* Complete all related documents of insurance company, accident report and estimate copy.
* Take photos of vehicle at the time of opening job card.
* Prepare a complete and accurate estimate of cost for labor and parts.
* Serve as liaison between body shop, insurance and customers.
* Monitor the progress of each vehicle throughout the day and update customers frequently.
* Report all vehicles symptoms as described by customer.
* Inform to estimator if any additional damage found after dismantling, get new approved quotation from estimator.
* Manage and oversee the service center’s workflow and scheduling.
* Hand over the customer vehicle to workshop foreman with repair order and remain in touch with him to deliver vehicle timely.
* After finish repair on car checks the quality of work, if anything need to improve, send back

Vehicle inside workshop to repair or repaint in good quality.

* Take pictures after completion of work.
* Get signature on insurance subrogation paper and internal records paper as well.

Automotive Technician at TATA Motors (Kumaran Automobiles)\_Period - July’16 to June’17

* Working as a car mechanic with various tools & machineries
* Knows oil& filter change for various car & car maintenance
* Computerized wheel alignment ,balancing & tire rotation
* Efficient and accurate work in accordance with dealership’s and factory standard.
* Maintain an organized shop area.
* Competent in explaining repair and maintenance needs to customers, aimed at helping them understand the important of both
* Continuous learn new technical information and techniques.

**Educational Qualification**

* B.E Mechanical engineering from Loyola Institute of Technology.

Anna University, Tamilnadu, India during Sep 2012-May 2016.

* Higher Secondary in St.Francis Higher Secondary School. Tamilnadu, India -2012

**Certification**

* Certified in NDT (Non-Destructive Testing) ASNT Level II as per SNT-TC-A-2011 - UT, RT, MT, PT, and VT.
* Certified for Quality Control in Welding.

**Computer Skills**

* AUTO CAD
* MS OFFICE

**Personal Strengths**

* Ability to work in a team and under pressure.
* Quick learner.
* Smart, Confident and Hardworking.
* Expressive Character of Leadership & Pleasing Mentalities.

**Personal Details**

Date of Birth : 28-Feb-1995

Nationality : Indian

Languages Known : English, Hindi, Tamil and Malayalam