**Resume**

Rahman

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# Career Objective

Possessing invaluable experience in the field of customer care advisor and can provide professional and efficient services to the customers. Looking forward to a position that would allow me to utilize my potential and experience to solve commercial problems and take the company to new heights.

# Areas of Expertise

* Performing Job Cards
* Assigning jobs to mechanics
* Order spare parts from vendors as per competitive market rates
* Preparing estimates & follow up with customers
* Preparing final invoices
* Vehicle inspection/ PDI

# Education

* B.Com (General),

Alagappa University 2011-2014

* I.T.I (Industrial Training Institute)

# Computer Skills

• Proficient in Microsoft Office

## Experience: -

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| From 22/10/2014 to Present | Working as a Service Advisor in Legacy Garage Dubai |
| From 02/06/2014 to 30/09/2014 | Worked as a Service Advisor in Ankita Motors Fiat |
| From 05/09/2013 to 30/03/2014 | Worked as a Service Advisor in AV Motors Fiat |
| From 23/02/2013 to 04/09/2013 | Worked as a Service Advisor in Mody Hyundai India |
| From 10/06/2011 to 30/03/2012 | Worked as a Service Advisor in Sri SriSri Ford India. |

# Trainings

* Certifies Service Advisor in Ford India Pvt Ltd
* Certified Service Advisor In Hyundai India Pvt Ltd.
* Basic Technical Training in Hyundai Pvt Ltd.
* Certified Service Advisor in Fiat India Pvt Ltd.

# Key Skills and Strengths

* Excellent telephone etiquette with very clear and bold voice
* Able to work individually or as a team
* Excellent written and verbal communication skills
* Good understanding of company’s procedure and have knowledge of DMS and GDMS

# Personal Details

Date of Birth: 1st May 1992

Languages Known : English, Hindi, Urdu

Nationality : Indian

U.A.E Driving License No. **:** 3819961