**RESUME**



**JISAN**

Dubai UAE

Email : jisan-394284@2freemail.com

**OBJECTIVE**

* Seeking a position to utilize my skills and abilities in the industry that offers personal and professional growth while beginning resourceful innovative and flexible.
* To play a lead in the project team by acquiring leadership and team building skills through experience.



**SKILLS**

* Able to work in any shift with co-workers.
* Strong ability to handle the work pressure.
* Excellent organizational and planning skills.
* Ability to work well in a teram.



**EXPERIENCE**

* **(Authorized Dealer For Mitsubishi Motors)**
* Designation:- WARRANTY ADMIN

From- 2015 March to 2018 september

* **(Authorized Dealer For Maruti Suzuki Pvt Ltd.)**

Designation:- SERVICE ADVISOR (Body Shop) From – 2013 May to Novermber 2014

* **(Authorized Dealer For Chevrolet Sales India Pvt Ltd.)**

Designation:- SERVICE ADVISOR From – 2011 January to 2012 October



**Duties & Responsibilities**

* Initiates automotive services and respairs by ascertaining performance problems and services requested; verifying warranty and service contract coverage; developing estimates; writing repair orders; maintaining custormer report and records.
* Ascertains automotive problems and services by listerning to customer’s description of symptoms; clarifying description of problems; conducting inspectons; taking test drives; checking vehicle maintenance records; examining service schedules.
* Verfies warranty and service contract coverave by examining records and papers; explaining provisions and exclusions.
* Develops estimates by costing materials, supples, and labor; calculating customer’s payment, including deductibles.
* Prepares repair orders (RO) by describing symptoms, problems, and causes discovered, as well as repairs and services required; obtaining approval signatures; entering RO into service database system.
* Maintains customer rapport by explaining estimates and expected retun of vehicle; obtaining customer’s approval of estimates; obtaining and providing contact telephone numbrs; answering questions and concerns; arranging towing and temporary transportation.
* Maintains automotive records by recording problems and corrective actions planned.
* Perform audits on warranty monthly
* Manage processing of all paper works
* Evaluate repair oders for vehicle
* Maintain relationship with manufacture

**Educational Qualifications**

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **Institution** | **Month & Year of Passing** |  |
|  |  |  |  |
| Diploma in Mechanical | Govt. Poly Techinic College | 2010, March |  |
| Engineering | Attingal |  |  |
|  |  |  |
|  |  |  |  |
| Plus Two, Science | Govt. H.S.S., Kilimanoor | 2007, March |  |
|  |  |  |  |
| S.S.L.C | RRVBVHSS, Kilimanoor | 2005, March |  |
|  |  |  |  |

**Valid UAE driving licence**



|  |  |  |
| --- | --- | --- |
| **Training** |  |  |
| ✓ Basic Level Certified | - | Chevrolet Training Academy |
| ✓ Bronze Level Certified | - | Chevrolet Training Academy |
| ✓ Basic Level Certified | - | Maruti Suzuki India LTD |
| ✓ Advance Level Training | - | Maruti Suzuki India LTD |
| ✓ Soft Skill Level 1 & 2 | - | Maruti Suzuki India LTD |



**Strength**

* Capable of working under a stress
* Confidently face the Challenges of work
* Hardworking
* Punctuality
* Obedience
* Disciplined
* Have a keen desire to work on challenging job



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| --- | --- | --- |
| **Personal Details** |  |  |
| Nationality | : | Indian |
| Date of Birth | : | 07/05/1989 |
| Sex | : | Male |
| Religion | : | Islam |
| Marital Status | : | Married |
| Languages Known | : | Malayalam & English |



**Declaration**

The above information is true and correct to the best of my knowledge and trust that my qualification will meet your consideration.

Date:

JISAN

Applicant