**VASEEM**

**E-mail:** **vaseem-397567@gulfjobseeker.com**

**Visa Status: Visit Visa**

**Career Objective**

To secure a position where I can efficiently contribute my skills and abilities to the growth of the organization and build my professional career.

**Professional Experience**

 **Aug 2018-Aug 2019**

**Designation: Service Advisor**

**Duties & Responsibilities**

* Greets all customers promptly; provides timely professional service.
* Provides excellent customer service by listening to customer inquiries and requests, asking questions to identify service needs, resolving customer concerns, and sells additional services when appropriate.
* Estimates cost and completion time/settles customer accounts.
* Communicates with customer about status of work.
* Obtains the customer’s written approval on all repair orders at the time of the write-up or when closing additional add-on sales.
* Inspects every finished repair order for proper completion, and pricing accuracy, and legibility.
* Meets or exceeds goals for add-on sales.
* Delivers the right car in perfect condition every time.
* Contacts customers to remind them of service appointments and/or when scheduled maintenance is due.
* Answers incoming telephone calls promptly, courteously, and makes every effort to satisfy the caller’s inquiry.
* Documents repair order changes.

**Educational Credentials**

B. Tech in Mechanical Engineering from William Carey University, Meghalaya India in 2018.

**Academic Project**

Fabrication of LPG Refrigeration System.



**Professional Qualification**

MEP from Science and Technical Education Development Council, India in 2018.



**Technical skills**

MS Office

AutoCAD

Photoshop

Inventor

HAP



**Personal Profile**

Nationality

Date of Birth

Sex

Marital Status

: Indian

: 2 Jan 1996

: Male

: Single

Languages known : English, Hindi and Malayalam



**Declaration**

I hereby declare all the above details are true and correct to the best of my knowledge and belief.

**VASEEM** Date:

Place: