|  |  |
| --- | --- |
| GANAPATHY    Email Id: [ganapathy\_388735@2freemail.co](mailto:ganapathy_388735@2freemail.co)m  Languages Known:-  English, Hindi, Arabic, Portuguese,  Kannada and Malayalam.  Key Skills :-   * Vehicle maintenance * Delivery schedule oversight * Operations and logistics * Automotive Procurement * Excellent sense of direction * Effective communication * Client relation strength * Proficient in MS Office * OSHA requirements knowledge * Automotive Procurement * Staff training and Development   Achievements & Hobbies :-   * Participated in various district level and state level debate competitions * Interested in sports like Basketball. Hence participated in University level Championship * Best Transport Service providers of the year Award 2015 -2016 * I Volunteer at my local Animal Shelter * Interested in Traveling and listening to music | **CURRICULAM VITAE**  Professional Summary :-  Achievement focused and dedicated professional offering over 10 years of multifarious experience in the field of Operations Management and supply chain**.**  Responsible Fleet Manager with a strong foundation overseeing the maintenance and repair on company vehicle.  An enthusiastic professional Knowledgeable in OSHA and other government regulatory requirements, Known for maintaining the fleet and facility in the top working order.  Highly Motivated and result driven Warehouse professional bringing extensive experience logistics and distribution. Team player and natural leader with excellent communication skill.  Dedicated to enhancing underwriting department operations with an analytical and disciplined approach, Able to work minimal direction to solve problems, resolve conflicts and respond to customer inquiries  Successful track record in driving complex large scale projects through exemplary leadership, service management and cost control to facilitate business transformation and continuous improvement in performance.  Competent administrative professional supporting the underwriting process with effective document evaluation, report writing and file management skills proficient in issuing quotes, gathering details and reviewing renewal request.    Education :-  Diploma in Mechanical Engineering  College : Cauvery Polytechnic, Gonikoppal.  University : Mangalore University    Career Contour :-   * Worked as Fleet Manager in PARAMOUNT AUTO LDA, MOZAMBIQUE Central Africa (Authorized Ashok Leyland dealer for Commercial vehicles and spare parts) from March 2012 to January 2019   Client: Vale Coal Mine Mozambique, WBHO Constructions, SNC-LAVALIN Engineering and Construction Service Mozambique and JINDAL Africa, Mozambique Leaf Tobacco Ltd.   * Worked as Branch Manager in Al Shaya General Trading Co, Kuwait (A leading international franchise operator with the most recognized brands in its portfolio) from July 2007 to May 2011 * Worked as Service Advisor in SagAr AutomobileS Bangalore (Authorized Dealer for Maruthi Suzuki and Spare parts) from September 2006 to June 2007 |

Experience in Detail :-

1. Employer : **PARAMOUNT AUTO LDA, MOZAMBIQUE**

Designation :Fleet Manager

**Job Profile:**

* Maintain electronic databases of sales, regulation, inspections and maintenance of fleet management.
* Ensure fleet availability to meet all requests by scheduling and surveying current user trends.
* Perform vehicle registration, insurance and CHP formalities and documentation regarding induction of

New vehicles in existing fleets, monitoring and ensuring fleet operation in compliance with local and

* And state rules and regulations.
* Plan, prioritize, assign, supervise, review and participate in the work of staff responsible for vehicle

and equipment maintenance.

* Develop and implement standard operational standards to maintain vehicles by advocating best practice in industries.
* Developing and maintaining outside vendor and service provider relationships
* Streamline and monitor fuel purchase system with assistance of fuel cards for all vehicles and drivers
* Researching parts availability and costing, issuing purchase orders.
* Generated daily reports detailing suggested process improvement initiatives to inform management.

1. Employer : **Al Shaya General Trading Co, Kuwait**

Designation :Branch Manager

**Job Profile:**

* Recruiting, training, supervising and appraising staff.
* Managing budgets, overseeing pricing and stock control.
* Arranging daily work schedule for staff members as per their abilities.
* Maintaining statistical and financial records.
* Dealing with customer queries and complaints.
* Maximizing profitability and setting/meeting sales targets, including motivating staffs to do so.
* Ensuring compliance with health and safety legislation, liaising with head office.
* Preparing promotional materials and displays.

1. Employer : **SagAr Automobile, Bangalore**

Designation : Service Advisor

**Job Profile:**

* Ascertain reason for customer visit through verbal interview and visual assessment of vehicles.
* Connect customer with appropriate automotive mechanic or technician.
* Explain all service options to customers including time and cost estimate, provide in depth information on original equipment manufacturer (OEM) part options.
* Advise customers on warranty protections and other potential cost-saving service options.
* Track maintenance or repair status, fill out reports on labor and cost of all services.
* Perform post service inspection with customer and answer any question they may have.
* Perform customer service duties i.e. answering the phone, scheduling service appointment.
* Manage shop workflow and schedule for mechanics and technicians.

**Ganapathy**