**SONU**

WORKSHOP & FLEET

MANAGEMENT SPECIALIST

**Email:**

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**PERSONAL**

**INFORMATION**

**Nationality:** Indian **Driving License:** UAE **Language Fluency:** English,Hindi & Malayalam

**SKILLS SUMMARY**

Workshop Management Fleet Management Inventory Management Store Management Parts Management Maintenance Management Snag Management Controlling Workshop Costs Training of Subordinates Technical Advisory Excellent Communication & Negotiation Skills

**EDUCATION**

**Kerala University**

B Tech Mechanical Engineering (2009-2013)

**EXECUTIVE PROFILE**

A mechanical engineer with 5+ years of experience in workshop and fleet management, maintenance, store and inventory management, procurement and parts management in addition to technical coordination within the ready mix sector. Seeking a position to implement techno-commercial expertise in managing the operations of a workshop and fleet from end to end, at a leading organization in the market.

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| **WORK EXPERIENCE** |  |  |  |
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| **Assistant Workshop Manager** | | **January 2014 - Present** |  |
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**Designation Chronology:**

* Feb ‘19 – Present: Assistant Workshop Manager.
* Oct ’17 – Feb ‘19: Sr. Engineer - Workshop.
* Jan ’15 – Oct ‘17: Mechanical Engineer – Workshop & Fleet.
* Jan ’14 – Dec ’14: Technical Coordinator.

**Key Responsibilities: (As Assistant Workshop Manager)**

* Assisting in developing and monitoring on a monthly basis the schedule of work, associated budget for the areas of responsibility and monitoring performance against this.
* Establishing and continuously reviewing with Workshop Manager the workshop’s structure, work flows and job responsibilities in the workshop to ensure work is organized and carried out in the most efficient and effective manner.
* Supporting service staff to ensure maintenance of tools and fleet is done on a timely basis to ensure costs of business is kept to minimum without compromising on the safety aspect.
* Supervising the work of mechanics to ensure that the set workshop processes are followed so that the work flow, quality standards, profit and customer satisfaction index is maintained.
* Advising Team Leaders/ Technicians periodically about ways and means to improve technician productivity and implementation of manufacturer’s warranty policy.
* Performing vehicle registration, insurance and documentation of fleets and maintain electronic databases
* Participating in various workshops and educational programs and maintaining knowledge on all industry relevant publications.
* Recruits and train new drivers and mechanics as per policy.
* Maintaining repeat job register and giving timely feedback to Team Leaders, on the trend. Analyze the register and take corrective measures.
* Guiding and motivating subordinates to enhance performance and produce quality work, and ensuring that they are continuously developed for higher level roles.
* Handling accident vehicle estimation and motor claims, assisting in accident reporting and investigation as directed.
* Performing study of scrap tyres for improving tyre life and safety and a study of fuel purchase and consumption.

**Key Responsibilities: (As Sr. Engineer - Workshop)**

* Performed Fleet/Workshop management and control, managed troubleshooting problems associated with Mechanical & Hydraulic systems.
* Undertook Maintenance of TM's (MAN, MERCEDES, IVECO SINOTRUCK), MP's (PUTZMEISTER, SCHWING, SERMAC, MECBO, Shantui), Bulkers, Tipper Trailers, Shovels (CAT- 938, 966F, SDLG 968B, CASE), 1.5T, 3T, 7T pick-ups,
* Placing Booms (ZOOMLION, PUTZMEISTER, TRUEMAX) etc. A total fleet of 250+ equipment.
* Leading and controlling manpower of 200 personnel.
* Coordinated with the Site Project engineers for the daily plans of heavy vehicle utilization.
* Initiated root cause failure analysis for major failures in addition to carrying out preventive maintenance and condition based monitoring (oil sampling & analysis).
* Supported the ERP tool to maintain the daily routines (maintenance and purchasing) perspective.
* Prepared daily check lists, maintenance reports and supervising maintenance daily to daily basis.
* Carried out functional audits related to the mechanical workshop, performed inventory management and technical evaluation of vendors in addition to managing cost control and P&L for the workshop.
* Timely Review of Contracts & Quotations for the services offered by Third Party Suppliers/Agencies
* Maintained Minimum breakdown hours, & utilizing maximum equipment availability for production.

**Key Responsibilities (As Mechanical Engineer - Workshop & Fleet):**

* Planned, scheduled and executed maintenance activities, monitored the maintenance activities based on the maintenance index, took corrective actions based on the same.
* Undertook internal audit to develop the process and register improvements, maintained inventory level in the stores, tracked material/spares consumption cost and took corrective actions to maintain activities within budget.
* Created awareness among the employees on quality and safety concepts.

**Key Responsibilities (As Technical Coordinator):**

* Handled a variety of functions ranging from workshop and stores to purchase, internal audit and fleet coordination.
* Ensured all technical requirements were well coordinated and all departments got what they needed on a timely basis.

**REFERENCES CAN BE PROVIDED UPON REQUEST**