

CAREER OBJECTIVES

Aiming at a progressive career, I wish to seek opportunities that satisfy my spirit, help me learn and grow professionally and personally, and allow me to go through diversified experiences. I see my career as a journey to discover my core strengths, a platform to work on weaknesses, until I feel prepared to take the plunge and begin with my escapade.

INTERPERSONAL SKILLS

- ✓ Ability and interest in learning new things.
- ✓ Excellent communication skills.
- ✓ Willingness to explore capacity to the core.
- ✓ Decision making power
- ✓ Can work in-group as well as individual
- ✓ Punctuality of time

EDUCATIONAL BACKGROUND

- ✓ **Class -10th** [Board of school education Rajasthan]
- ✓ **Class -12th** [Board of school education Rajasthan]
- ✓ **Diploma in Mechanical & Automobile**
- ✓ **B.tech in Mechanical**

ADDITIONAL KNOWLEDGE

- ✓ Knowledge of MS OFFICE
- ✓ Computer Hardware & Basic
- ✓ Sap (Ashok Leyland)

WORK EXPERIENCE

✓ **Tata Motors (6 Month)**

Designation : Technical Advisor

Duration : 1/07/2014 – 31/01/2015

Job responsibilities

- Co-ordination with workshop team for timely completion of Major repairs of vehicles .
- Diagnosis Problem in Vehicle.
- Maintain the database of customer & Vehicles Operating in the area.
- Provided timely inputs to customer on customer on better operating & maintenance practices which include maintenance cost, fuel consumption & site conditions.

✓ **SCANIA (2YEAR Addya Fourwheel Pvt. Ltd)**

Designation : Service Advisor

Duration : 2/02/2016 – 31/03/2018

Job responsibilities

- PDI New Vehicle.
- Managing spares inventory and order placement to keep smooth maintenance activity.
- Handling all technical service, spares, AMC related work and daily maintenance activities of vehicles inside workshop & on-site also.

✓ **MAN Truck (6 Month)**

Designation : Supervisor

Duration : 31/03/2018 – 31/07/2018

Job responsibilities

- Allocation of jobs and managing workers to complete the work on time.
- Customer handling to their entire satisfaction of service related work.
- Advise co-workers to resolve technical and warranty related issue.
- Reporting to Workshop Manager regarding daily work progress.
- To guide the Service Mechanics in technical problem solving and DE-bottlenecking at the dealerships
- Handling Accidental Vehicle (Document, Estimate.etc.)

✓ **Rajesh Motors (Ashok Leyland)**

Designation : Asst. DGM

Duration : 01/08/2018 – At Present

Job responsibilities

- Part Inventory Management.
- Part Distribution Management
- Controlling of 30 Branches.
- To audit personally dealership for approving it for commissioning
- Conducting service audits personally periodically as per the company norms.
- Target Achievement Planing.
- Customer Handling.
- Sale Planing.
- Maintain 5S System.
- Responsible for all correspondence between dealership and the company.
- Manage Job Card
- Ensure timely resolution of customer issues.

HOBBIES AND INTEREST

- ✓ Singing,
- ✓ Social Service(Helping People)
- ✓ Music.
- ✓ Engineering work
- ✓ Reading Books
- ✓ Traveling

PERSONAL DETAILS

Father's Name : Late. Maan Singh Saini
Mother's name : Chanda Devi
Date of Birth : 11 Nov 1994
Marital Status : Unmarried
Sex : Mail
Address : 16-A Ramdhura Colony,Mahveer Nagar, Jaipur
Nationality : Indian
Phone No : +91-9694229667.

DECLARATION

I hereby declare that all the information furnished above is true and correct to the best of my knowledge.

Place: Jaipur

(GAURAV SAINI)