LATHISHA K

052 164 7709

Career Objective

Seeking a position in an organization which will utilize my skills, provide new challenges and offer Professional growth and contribute effectively to the Success of the Organization with continuous improvement of my skill set.

VICTORIA ROADWAYS SCHOOL BUSES TRANSPORTATION ABUDHABI MUSSAFAH AUG 2022- PRESENT

Key Responsibilities

- School Bus Coordination   [Al Basma British School Behind Deerfields Mall, Al Bhaia, Abudhabi]

- Managing Salama system

- Managing a front office dealing with face-to-face, telephone & e-mail inquiries.

- Coordinate activity buses with schools in assigned area

- Supervise regional bus drivers and monitors, create a congenial work atmosphere for staff, assist drivers/monitors with any needs or problems that occur, provide for discipline of drivers/monitors in accordance with state and local guidelines, rules, and regulations

- Coordinates student transportation activities with school officials, department heads, and other interested groups or individuals for the purpose of ensuring that district transportation needs are met

- Any other duties and responsibilities as assigned by Transportation Director

Service Adviser and Flor In-charge at Hexa Motors & Ivory International Transportation Abudhabi Mussafah Oct 2021-2022.

Key Responsibilities

- Effectively maintaining and monitoring the business data and asset management systems.

- Managing a front office dealing with face-to-face, telephone & e-mail enquiries.

- Preparing application forms and sales literature.

- Photo copying, filing, scanning and carrying out any other administration duties as and when required.

- Meeting and greeting customers and visitors to the office.

- Preparation of communication tools such as Power Point Slides, MIS in Excel & other software tools.

- To explore customer requirements and provide accurate and consistent management information and statistics internally and externally

- Typing documents and distributing memos and supervising the work of office juniors and assigning work for them.

- Scheduling appointments on behalf of the sales consultants as required.

- Investigating and resolving invoice queries.

- Dealing with queries both internally and externally, Carrying out a physical stock count of consumables monthly.

- Updating & maintain the holiday, absence, and training records of staff.

- Responsible for purchase orders.

- Raising of purchase orders and invoice tracking.

- Creating and modifying documents using Microsoft Office.

Flor In-charge at TVS Motors 2017-2021

Key responsibilities

- Supervising staff.
- Train staff to perform allocated roles.
- Assisting customers with any queries or requests.
- Managing the inventory and Jobs Cards

Mechanic at Honda Matrix India 2016-2017

- Consult with customers regarding issues and diagnose problems.
- Write up repair orders and provide time and cost estimates.
- Rebuild engines and install new components.
- Service vehicle air conditioning, brakes, and fluid systems
- Removed and overhauled brake systems
- Installed timing belts, water pump and air philters
- Evaluated vehicle performance and recommended repairs or maintenance.
- Replaced worn belts and hoses
- Followed checklists for vehicle inspections and standard repairs.
- Balanced and replaced tires due to punctures or wear.
- Completed Vehicles alignments for walk-in and appointment customers.
- Safety and accurately operated all tools and machinery.

Academic Qualification

- Automobile Engineering (3 Years diploma)   :   KVG Polytechnic College Sullia
- Senior Secondary   :   Junior Govt College Sullia
- Higher Senior Secondary   :   Neharu Memorial High School
  Aranthodu

Technical skills

- Packages   :   MS-Office
- Operating Systems   :   MS-Doc, Windows 98 SE & XP.
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PERSONAL DETAILS

- Name   :   Lathisha.K
- Father's Name   :   Kushalappa Gowda
- Mother Name   :   Honnamma Gowda
- Email   :   lathishgowda444@gmail.com
- Nationality   :   Indian
- Marital Status   :   Single
- Languages Known   :   English, Hindi, Malayalam, Kannada, Tamil, Arabic, Tulu.

Declaration

I hereby declare the above-mentioned details are true and to the best of my knowledge