

CURRICULUM VITAE



JAYAKRISHNAN K.V

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OBJECTIVE:

To achieve excellence in working as dynamic professional offering solutions to business using the best available where my analytical ability and analysing quest are used maximum for growth of the organization and to grow with the organization. Seeking a challenging position in well-established company that offers professional growth and ample opportunity to learn and enrich my competencies in my profession.

PROFESSIONAL EXPERIENCE:

Cochin Rent a Car – 2014 to 2021 – Cochin, Kerala, India

Designation: Supervisor/Estimator-Spare parts

RESPONSIBILITIES:

- Completes vehicle rental transactions and agreements for customers following established guidelines and procedures.
- Computes costs by analyzing labor for maintenance, material (spare parts), and time requirements.
- Resolves discrepancies by collecting and analyzing information.
- Maintains cost data base by entering and backing up data.
- Obtains required authorizations, signatures, imprints, addendum, confirmation numbers, and perform Preferred Fast break, VIP, or other special services as assigned.
- Completes qualification procedures prior to renting vehicles.
- Sells programs and services to customers in an effort to maximize sales opportunities and meet sales goals set by management.
- Maximizes up-sells and walk-up sales based on vehicle availability, utilizing established sales techniques and dialogues. Programs and services include protection options, refueling program, special promotions, future reservations, upgrades, etc.
- Reviews completed contracts with customers to verify accuracy of information and explains rates and charges.
- Provides customers with completed rental agreements, keys, directions to rental vehicles, maps, and any other assistance required.
- Completes transaction procedures for returned vehicles and verifies accuracy of closing calculations.
- Audits closed contracts to ensure accurate charges for refueling, applicable taxes, etc.
- Solves problems raised by customers using sound judgment within applied empowerment guidelines and company policy.

Green Ready Made Steel Products India Private Limited – 2012-14

(Designation: Production Supervisor)

RESPONSIBILITIES:

- Supervising & coordination between the production team
- Setting daily/weekly/monthly objectives and communicating them to employees
- Organizing workflow by assigning responsibilities and preparing schedules
- Oversee and coach employees.
- Ensure the safe use of equipment and schedule regular maintenance
- Check production output according to specifications
- Submit reports on performance and progress
- Identify issues in efficiency and suggest improvements
- Train new employees on how to safely use machinery and follow procedures

O/E/N India Limited – 2011-12

(Designation: Electronic Assembler)

RESPONSIBILITIES:

- Perform panel assembly/wiring and final assembly/wiring to the highest level of accuracy (work to zero tolerance) and Workmanship
- Perform appropriate job record transactions & ability to maintain production rates and flow
- Perform repetitive hand and machine soldering and assembly operations on printed circuit boards, connectors and terminals
- Follow written instructions and manufacturing process instructions including basic circuit diagrams and charts
- Accomplish touch-up on printed circuit boards after flow solder
- Visually check subassemblies and assemblies for completeness/correctness of previous operations
- Inform Supervisor and floor quality representative when components, subassemblies, and/or assemblies are out of specifications

EDUCATION:

Diploma in Electronics & Communication
Institute: Skiltek Technical Institute, Cochin (Year: 2009)

PERSONAL DETAILS:

Nationality : Indian
Date of Birth : 01-07-1990
Marital Status : Single
Passport No : K2270027
Visa Status : Visit Visa
Address : Al Nahda, Sharjah