

# CURRICULAM VITAE

**Ramshad Vatta Kandi**

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## Summery

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Seeking a challenging position in your esteemed organization that will provide an opportunity to enhance my knowledge and skills for mutual growth and benefit.

## Professional Experience

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**Platinum Auto Maintenance & Parts LLC**  
Service Advisor

**JULY 2020 – DEC 2020**  
Sharjah, UAE

### **Job Duties & Responsibilities:**

- Develop existing customer accounts with greater penetrations
- Selling new service contract
- Using my knowledge of our products and services to sell or provide in- depth information
- About available parts and service options to customers
- Maintaining positive customer relationships to ensure repeat business
- Liaising with service technicians about parts ordering and ensuring parts are available when Needed.
- Maintain and track Management information System Report(MIS) on regular basis
- Grow & sustain the existing business
- Communicate with customer to do upselling and prompt service campaign

**HALWANI BROS**  
Service Advisor

**Feb 2014 –MAR 2019**  
Jeddah-KSA

**Job Duties & Responsibilities:**

- Managing your own work in process and providing excellent customer service
- Providing a complete and accurate written cost estimate for a labor and parts
- Test driving the vehicle with the customer
- Implementing and maintaining a service marketing program
- Managing telephone inquiries regarding appointments
- Contacting customer regarding any changes in the estimate or promised time
- Responding to all open repair orders

**UNITED GULF CONSTRUCTION CO WLL**  
Mechanical Engineer

**MAY 2011 - AUG 2013**  
Oman Muscat,

**Job Duties & Responsibilities;**

- Observe and handling constructions machinery's and commercial vehicles
- Take quickly action to resolve the problems
- Prompt report to engineering Department in case of Breakdown
- Ensure the safety at work site & workshop

**ACADEMIC QUALIFICATION**

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Diploma Mechanical Engineering- Govt. Polytechnic College-Mattannur.(22009),Kerala India

Higher secondary- Kuthuparamba Higher Secondary School 2005 Kerala India

Secondary School- Hss School-Chittariparamba.(2002) Kerala India

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## IT Skills

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Proficient with MS Office and Auto Cad 2000.  
Excellent in & MS Word, MS PowerPoint...

## Personal Details

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- DOB : 16-09- 1986
- Nationality : Indian
- Residence : Dubai Al Barsha, Tecom
- Marital Status : Married
- Languages known : Arabic/English/ Hindi/Urdu/  
Malayalam/Kannnada/Tamil
- Passport No : T4226756
- Visa Status : Visit Visa
- Driving License : 86149714 (Oman).  
2361236066(Saudi Arabia) 58/6911/2008(India)

## Declaration

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I hereby declare that above mentioned are true and correct as per my knowledge and belief

Place:

Date:

Yours Sincerely,