

RESUME

SHREYAS S

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CAREER OBJECTIVES

To secure a challenging position as a professional where I can effectively contribute my knowledge and skills in a reputed organization, build upon my current skill set and help me in my professional growth.

TECHNICAL SKILLS & TRAINING

Volkswagen Group – Service Advisor Training Program 2017- Karnataka German Technical Training institute, Bangalore

Basic computer knowledge- Microsoft Office Skills- Word, Excel, PowerPoint.

PROFESSIONAL EXPERIENCE

Industrious Service Advisor proficient in customer service. Adept at determining vehicle issues and providing accurate service estimates. Specialize in meeting client needs in a timely manner while effectively communicating with technicians.

Service Advisor | Nandi Toyota Motor World Pvt Ltd | Feb 2019 – Dec 2019

- Greet customers, prepare estimates, and schedule appointments
- Prepare summaries of vehicle issues for technicians.
- Perform basic repairs and assist with more complex vehicle problems.
- Analyze work orders and prepare invoices.

Body Shop Service Advisor | Advaith Hyundai| Sep 2017 – Feb 2019

- Inspect vehicles to determine the extent of the damage the type of repair needed and a plan of action for the job.
- Provide a written estimate for the customer including price for parts and labor.
- Communicate with insurance company when the damage is covered
- Place orders for parts and supplies needed for repairs as well as office area

ACADAMICS

Examination Passed	Year of Passing	University/Institution	Name of The School/College	Result
Diploma (Automobile engineering)	May 2016	Department of Technical Education	103 Karnataka (Govt) Polytechnic, Mangalore	63.51%

Pre-University	March 2013	Department Of Pre-University Education	Govinda Dasa Pre-University College, Surathkal, Mangalore	57.50%
SSLC	April 2011	Karnataka Secondary Education Examination Board	Shri Mahalingeshwara High School, Surathkal, Mangalore	77.28%

TECHNICAL ASPECTS

- Willingness to take responsibilities to achieve the target within the given scheduled time
- Ability to stay flexible and can work under pressure
- Can adjust to teamwork in very less time

PROJECT

MOTO CAR: A mini car, which uses two-wheeler engine, has better fuel efficiency, and is compact in size. It offers better maneuverability and easier parking.

PERSONAL DETAILS

Gender : Male

DOB : 11-02-1996

Languages : English, Hindi, Kannada, Tulu

Hobbies : Playing cricket, football, volleyball

Nationality : Indian

Permanent Address : Nisarga House, Thammu Shetty compound, Agaramelu, Surathkal, Mangalore Taluk, Dakshina Kannada, Karnataka- 575014

Marital Status : Single

Declaration:

I hereby declare that the information furnished above are true to best of my knowledge.

Place: Bangalore
Date:

Thanks & Regards
SHREYAS