

***CURRICULUM-VITAE***

***MONEY SINGH***

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**TOTAL EXPERIENCE**: 12 Year experience in **Spare Parts Department/Warehouse.**

02 Year experience **as a Workshop Service Manager.**

**Professional Summary**

Experienced Parts Manager with 10+ years in the automotive industry. Proven Track record of managing inventory and increasing profits. Skilled in problem solving and customer service.

**Core Qualifications**

● Strong leadership skills, excellent time management, and a customer service oriented mindset.  
● Successfully managed parts departments, implemented process improvements, and achieved measurable results  
● Sound ability to articulate available services to customers  
● Impressive ability to motivate staff  
● Ability to work flexible schedules

**Summary of Work Experience:**

**April 2022 to Continue.**

**Organization** : Gitansh Motors Pvt. Ltd. **(Morris Garage)** **MG Ludhiana**

Position : Store Manager

**Job Description:-**

* Monitoring optimum inventory level of parts.
* Analysis of parts consumption based on consumption trend.
* Planning of parts order based on consumption and future requirements.
* VOR parts orders in co-ordination with workshop and follow-up.
* Initial parts ordering for new models.
* Co-ordinate with warehouse for parts dispatch and queries.
* Observing and ensure the perpetual and regular inventory activities are carried out at all locations.
* Attending to customer queries on parts requirement.
* Slow/Non-moving stock liquidation.
* Monitor local procurements and track consumption.
* Monitor profitability on orders to reduce transport/dispatch costs.
* Plan & impart training to bring about continuous improvement (skill mapping).
* To adopt best industry practices to bring about positive changes in the system.
* Deliver and monitor parts workshop issues in minimum time with the countermeasure.
* The inspection and checking all parts related documentations are in systematic order (GRN) etc.
* Provide feedback and necessary action/recovery for any parts discrepancies during transit.

**August.2016 to April 2022.**

**Organization** : Krishna Automobiles **ISUZU**

Position : Manager (Store Manager (Aug-2016 to Oct-2019)), (Customer Service Manager(2019 to April 2022)

● Analysis of parts consumption based on consumption trend.

● Clearly defined employee responsibilities and tracked performance.  
● Assisted with initial diagnostics and supervised vehicle work.  
● Ensured that customer and employee areas were kept clean and organized.  
● Managed service requests and prepared a database listing such requests.  
● Ensured timely completion of vehicle services.  
● Coordinated with sales team to prepare marketing strategies.

● Ensured that warranty specifications were upheld when work was performed  
● Managed vehicle repair requests and regular service appointments  
● Maintained inventory of replacement parts and prepared purchase orders  
● Prepared shop displays of auto parts  
● Inspected vehicle repairs  
● Provided regular employee evaluations  
● Ensured compliance with shop standards.

**September 2015 to August 2016**

**Organization** : AKC Motors Private Limited **(VIDHATA HONDA)**

Position : Manager (Spare Parts)

**General nature of job:**

* Analyze sales, expenses and inventory on monthly basis to achieve goals of profit.
* Analyze the operation of the department and provides technical assistance to the employees of automobiles parts.
* Ensure timely turnaround of parts.
* Monitor and supervise the daily reports and sales productivity.
* Ensure customer satisfaction.
* Worked with body shop manager and service manager to ensure a timely turnaround of parts required for internal jobs.
* Attends managers’ meetings and conducts weekly meetings for automobile parts sales department.
* Responsible for supervising stock order procedures.

**November 2012 to September 2015**

**Organization** : Chadha Super Cars Private Limited (**RADIANT TOYOTA)**

Position : Manager (Spare Parts)

**General nature of job:**

Sale and Purchase of all types of Spare Parts.

* Ordering & Provisioning of Parts.
* Control the Inventory.
* Over all responsible of Spare Parts Department.
* All types of reports like Internal & Direct Company Reporting e.g.

1. Daily reports (h) Warranty reports
2. Monthly Sale summary reports (i) Purchase reports
3. Daily inventory reports (j) Insurance reports
4. Daily vehicle wise stock reports (k) Chairman/MD reports
5. Monthly parts profitability reports (l) Workshop credit reports
6. Service camp reports (m) Accessories reports
7. Monthly stock evaluation reports (n) FOC report

**INVENTORY CONTROL REPORTS**

1. ABC Analysis (e) Parts Order Planning/Forecasting
2. Non Moving Parts Analysis (f) TAT & GP Ratio Analysis
3. FSN Analysis (Fast, Slow, Non-moving)
4. SOQ Analysis (suggestion order quantity)

All reports for 31st March valuations like

1. Stock reports (c) WIP reports
2. Physical checking reports (d) Closing stock reports etc. Less excess reports

All warehouse utilization like Racks, Bin boxes, Locations defines for rack wise, Basement Locations etc.

**March 2010 to November 2012**

**Organization** : A.B Motors Private Limited (**Bhagat Ford)**

Position : Assistant Manager (Spare Parts)

**General nature of job:**

* Responsible for supervising stock order procedures
* Checking and inspection of incoming material and outgoing material.
* Timely execution of jobs, store management, keeping stores well connected and planning material flow for different station.
* Review the daily progress of inspectors, supervisors and reporting to Parts Manager (Warehouse).

**TRAINING**

-Training at Gurgaon for Professional Parts Manager by FORD INDIA PRIVATE LIMITED.

-Training at Gurgaon for New Dealer Training by ISUZU MOTORS INDIA PRIVATE LIMITED.

**COMPUTER SKILL**:

-Proficient in Office Automation Word, Excel, Outlook, Internet

**QUALIFICATION:**

-Bachelor degree in Arts Lovely Professional University, Phagwara. (2012-2015)

**COURSE CERTIFICATES:**

-One Year Diploma in COMPUTER SOFTWARE Register By Delhi Board.

**LANGUAGE AQUAINTED WITH:** Hindi, English, Punjabi

**PERSONAL INFORMATION**

Date of Birth : 11, April, 1991

Father's Name : Mr. Bhanu Partap Singh

Marital Status : Married

Passport No. : Z4159414 Valid till 14/05/2027

Permanent Address : H.No 458, Street No. 2, Garcha Colony, Sahnewal, Ludhiana - 141120

If given a chance I may assure you that I shall leave to stone unturned in discharging my duties to the entire satisfaction of my superiors.

Thanking you in anticipation.

Date:

Place: Ludhiana (MONEY SINGH)