# Curriculum Vitae

# *Mohammed Abdul Quddus*

# Photo

**Career Objective**

Enthusiastic person with the experience in Car rental operations, seeking for a challenging position in a reputable organization, where I can utilize my work experience, interpersonal skills and communication skills in the best possible way to eventually contribute to the growth and prosperity of the organization.

**Academics**

* **Bachelors of Computer Application** from Osmania University, India in 2013.

### **Professional Experience**

Carzonrent India Pvt.Ltd, Hyderabad, India,(Formerly Hertz India )

(From 17th July 2010 to 12th March 2012) **Executive Operations**

(Car Rentals Division)

Orix Auto Infrastructure Services Pvt. Ltd, Hyderabad, India **Senior Assistant Operations**

(16th March 2012 to 14th September 2015)

(R.A.C Division Head Office and Travel Desk Novotel Hyderabad

Airport)

Autobahn Car Rental LLC, United Arab Emirates, Dubai **Rental Agent Operations**

(6th January 2016 to 18th March 2017)

ECOS India Mobility & Hospitality India PVT LTD **Asst. Manager Operations**

19th March 2017 to 04th June 2022(ECO-EUROPCAR INDIA)

### **Core Responsibilities:**

* Processing rentals and selling optional services
* Complete, review and submit various reports to Reporting Managers
* Resolving overdue rentals
* Responding to customer questions and complaints, servicing vehicles for customer rentals and communicating with drivers for customer pick-ups
* Perform related responsibilities as assigned or required
* Fleet Execution and planning
* CUSTOMER CENTRICITY - Understand customer needs, Build customer loyalty, Create value for customers, Process & Quality Orientation
* EXECUTION EXCELLENCE - Strive for Results, Accountability & Ownership, Taking initiative, Decision making
* **Carzonrent India Pvt Ltd, Hyderabad,India**
* Assigning work and monitoring day to day activities.
* Handling the Complaints regarding customer’s inconvenience.
* Handling a team of drivers along with cars & allocating duties.
* **Orix Auto Infrastructure Services Ltd Hyderabad, India**
* Preparing the work-sheet for Drivers, Supervisors and Travel help desk
* Coordinating with head office and clients for their travel plan
* Answering customer calls and providing them vehicles
* Explaining the tour packages and sell them to the customers
* Preparing the itinerary for the customers
* Collecting payments and making their entries
* Preparing the roster plan on daily basis
* Tracking the vehicles and Assigning the right duties
* Conduct monthly sales meeting
* Taking care of all billing & Sales details ‘as on when basis’.
* Preparation and Submission of reports to H.O. on daily basis.
* **Autobahn Car Rental LLC, United Arab Emirates Dubai**
* Processing rentals and selling optional services
* Complete review and submit various reports to supervisor
* Resolving overdue rentals
* Responding to customer questions and complaints, servicing vehicles for customer rentals and communicating with drivers for customer pick-ups
* Perform related responsibilities as assigned or required
* Collecting payments and making their entries
* Monitoring Salik& Traffic Fines on Daily Basis and preparing Reports.
* Vehicle Registration Processing
* Follow-up to Garage for Accident Repair and Maintenance Issues.
* Preparation of Accidents Report and submission for insurance Claims
* **ECOS INDIA MOBILITY & HOSPITALITY PVT LTD.( ECO-EUROPCAR INDIA)**
* Assigning work and monitoring day to day activities.
* Handling the Complaints regarding customer’s inconvenience.
* Looking after Day to Day Branch Operations
* Adopting initiatives that improve competitiveness and allow revenue goals to be achieved.
* Monitoring Branch Revenue
* Preparation and Submission of reports to H.O. on daily basis
* Handling a Team of Drivers and Executives
* Staff Rostering
* Overdue follow-up from clients
* Vendor Payments follow-up

**Skillsets**

* Familiar with MSOffice and Internet
* Familiar with Microsoft Operating Systems.
* Micros Citrix& Opera Billing system.
* Car Pro Application

**Personal Profile:**

Name : Mohammed Abdul Quddus

Sex : Male.

Date of Birth : 23 - 11 -1992.

Nationality : Indian

Language Known : English, Hindi, Arabic.

Marital Status : Married.

Contact No with Whats App : +97431328114

Email : [aquddus2711@gmail.com](mailto:aquddus2711@gmail.com)

Present Location : Doha, Qatar

**Passport Profile**

Passport Number: W2981666

Place of Issue : Hyderabad

Date of Issue : 05/07/2022

Date of Expiry : ` 05/07/2032

Visa Status : Transferable RP with NOC

Declaration:

I hereby declare that all the details furnished above are true and authentic.

***(Mohammed Abdul Quddus)***