

# OSAMA KITTANI

## Personal Information

- **Date of Birth :** 08/02/1980
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## Objective

I am looking forward to improve my skills through this job to serve your company as much as I can, this will enable me to improve my past experience and add a new ones in relevant Fields of Technology.

## Education

- Toulkarem Secondary School, High School Certificate - Scientific Branch
- Advance Diploma in Automotive Mechatronics / Kerish Motor Academy.

## Languages

- English: Advanced (writing and reading).
- Arabic: Mother Tongue.
- Hebrew: Beginner (writing and reading).

## Skills

- Excellent Communication, Team working, Coordination, Time management skills.
- Positive attitude towards new learning and changing environments.
- Hard worker & well-organized professional with power to prioritize & multitask.
- Highly skilled with Microsoft Word, Excel.

## Professional Experience

1. Renault & Dacia maintenance Center Ramallah as a technician.  
(August. 2019-2020).
2. Kerish International Motors Agency Ramallah (Chevrolet, Cadillac, Isuzu &ACDelco) as a technician.  
(2021 till now).

## Duties

- Following strict safety policies and procedures.
- Utilized current scanning technologies to improve proper diagnosis.
- Scanned systems found codes and repaired vehicles.
- Diagnosed computer and electrical failure with appropriate testing equipment.
- Installing vehicle parts such as head lights, light bulbs etc.
- Repaired or replaced defective ball joint, suspensions, brake shoes and wheel bearings.
- Checking vehicles oil and washer fluid levels, wiper blades and power steering, etc.
- Removed and installed spark plugs, coils, batteries, lighting equipment, shocks & struts.
- Repaired or replaced radiators, water pumps, thermostats, hoses, gaskets and breaks.
- Performed fluid changes to engines, transmissions and replaced head gaskets.
- Follow manufactures' specifications to assure proper repair.
- Documenting work that has been performed.
- Examined work orders and discussed work with manager.
- Followed checklists to make sure that all critical parts are inspected.
- Performed routine and scheduled maintenance services such as spark plugs, filters and oils.
- Keeping work areas clean, tidy, organized and safe from hazards to health and safety.
- A Road-test vehicle to ensure quality repair work was completed. Comply with all company safety policies and procedures.
- Communicate directly with service advisors regarding the status of the service work as well as the estimated time for completion so that customers can be informed.
- Continuously learn new technical information and techniques in formal training sessions in order to stay abreast with rapidly changing automotive technology.
- Demonstrates behaviors consistent with the Company's Values in all interactions with customers, co-workers and vendors.