

**Mohammed Faisal Idrees Ahmed**

**Cell**: +973 3313 8881 ~ **E-Mail:** Faisal\_idrees@hotmail.com ~ **Location**: Flat No. 12, Building No 0089, Road 0601, Block 0306, Manama, Kingdom of Bahrain

**Service Advisor**

**Dynamic Professional with 12 years of experience in Automobile industries**

**Currently working as Service Advisor Cum Estimator and Insurance Coordinator with**

**Zayani Motors**

**Objective:** Seeking Senior level management assignment in Security Management / Vigilance / Nodal Administration with a well established and reputed organization.

* Demonstrated exposure in handling Quotations & Estimations, Handling Minor Accidents, and Relationship with customers, Handling and Advising Customers, Ordering Spare Parts and Handling Spare Parts.
* Proficient in interacting with Insurance clients, identifying and resolving complex issues, managing and Jobs at earliest with Month end budgets.
* An efficient team leader with excellent communication, problem solving, relationship management, leadership and team building capabilities to attain organizational objectives.

**Professional Experience**

**Zayani Motors**

***Service Advisor, Estimator and Insurance Coordinator*** *(Nov 2011 – till 2018)*

* Handling Minor Accidents
* Preparing Estimations and Quotations
* Managing with Spare Parts Orders
* Customer Relation – Advising Customers
* Managing with Insurance Companies
* Identifying opportunity areas, improving planning process and working on special Customers
* Guiding and imparting training to the staff
* Managing to Achieve Monthly Targets

**Ebrahim Ahmed Kanoo**

***Service Advisor*** *(Oct 2008 - Sep 2011)*

* Managed with Insurance Companies, preparing of Estimations and Quotations
* Managed Customer Relations
* Handling and Advising Customers

**Academics**

* The Institute of Financial Accounts (IFA)

**Module 1**

* 1. Preparing Financial Statements
  2. Financial Information for Management
  3. Managing People (Preparing for Examinations)

Bachelor of Commerce

University of UK

**Extra Qualifications**

* + Software Engineering – Aptech Zinj Bahrain
  + Hardware Engineering – Global Institute

**IT Skills**: Extensive knowledge in the following package

* + O/S Windows Xp, Windows 2000 Family
  + MS Office – Word, Excel, Power point 2002, 2003, 2005 & 2007
  + Adobe illustrator, Corel, Photoshop, Macromedia Flash, Roxio
  + Tally, Peach Tree, Visual win Gold
  + Browsing Internet

**Strengths**

* Proactive and planned approach towards work.
* Excellent Communication and presentation Skills
* Effective working both indecently and as a Team member
* Highly Self Motivated and ambitious
* Ability to perform under pressure and to deliver solutions
* Open minded and hardworking

**Positive Attributes**

* Result oriented enjoy working in challenging environment
* Particularly where there is a scope for widening my horizons

**Personal Details**

Date of Birth: 21st October 1975 | Languages Known: Arabic, English, Urdu & Panjabi

Marital Status: Married | Driving License: Valid License of 10 Years’ Experience

Nationality: Pakistani | holding Employment Visa

References: Available on request