

Narender Kumar

Hodal, Haryana

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Looking for an entry into a world class, highly professional organization with challenging and competitive environment, I can use my knowledge base as well as personal attributes to achieve the enterprise goals.

WORK EXPERIENCE

a.wm

G&G Motors - February 2015 to Present

Worked as an Sr. Service advisor in Apra Auto (India) Pvt Ltd from Aug.2014 to January 2015

Service Advisor

Rohan Motors Ltd - Palwal, Haryana - April 2011 to July 2014

JOB RESPONSIBILITIES: -

Able to deal all kind of customers

Make the customer understanding regarding the vehicle problem

Handle the dissatisfied customer and make them satisfied

Arranging for all outstanding debts to be collected within due time periods set.

Carrying out quarterly billing checks and inventory audits

Accurately recording servicetimes, jobcosting & invoicing in the Service Department.

Motivating and guiding a team.

EDUCATION

diploma in Intermediate

University HBSE Bhiwani - Palwal, Haryana

ADDITIONAL INFORMATION

TECHNICAL SKILLS

2-D Drafting Auto CAD

Operating system Windows XP, Window7

Languages Ms-Office,

AREAS OF INTEREST

Automobile component and vehicle design.

Automobile Repair and maintenance