

MOHD YASEEN



Contact

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Flat No. 239 Zabeel building, Near
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Personal Details

Date of Birth : 02/07/1993

Birth

Marital Status : Single

Status

Nationality : India

Visa Status : Visit visa, Expiry date 1
December 2021

Skills

Inventory Management 80%

Customer service 80%

Revenue generation 80%

Process improvement 80%

MS office 80%

Planing and coordination 80%

Language

OBJECTIVE

Seeking innovative and challenging career in the professionally managed and dynamic organization which enables me to utilize my analytic abilities through working in a participative work environment and provide opportunities for development and responsibilities to contribute towards organization.

EXPERIENCE

Sidhi Motors Bijnor U.P India, Tvs Motor Limited, India June, 2013 -

Workshop Manager/Store Manager

Responsible for the planning, successful execution and follow-up for a diverse range of customer retention

campaigns, DMS business reporting.

Investigating and solving customers concerns, which maybe complex or long standing

issues that have been passed on by customer service assistants.

Handling customer complaints & keeping accurate records of discussion correspondence with customers.

Ensure display and usage of menu price list

Calibration of tool sand equipment

Customer concern to ofcause analysis

Daily review of quick repair bay productivity

Analyze there peat repair on weekly basis and discuss with service adviser, technician and floor incharge also

Personaly diagnos earound 3 to 4 critical concern daily and guide to Senior technician for resolve the solution

Daily discuss of P.S.F complaint in morning meeting with floori incharge,and individual concern

Personaly conduct the In-dealer training. warranty status.

Parts wholesale, Parts Ordered, Tracking, Received (GRN)

Parts Retails, Counter sales, Parts Invoices,

Job Card Parts Invoices,Job Card closed cash,

Parts Inventory Management.requirement as per the previous issue.

Supply lead time analysis and reporting to factory / vendor.

Read : English Write : English

Read : Hindi Write : Hindi

Activities

Company Training. Got Training In (Tvs Plant) product training centre, Institute For Quality And Leadership (IQL) Anekal, Karnataka India.

Company Training. Got Training in Renault school Sector 32, Gurgaon, Haryana, India.

Shashibala automobiles Pvt Ltd. Bijnor U.P india. Renault Nissan Group

Spare Parts manager/Store Manager

June,

Responsible for layout of inventory

2017 -

Parts ordering in principal company

September

Making pending list of Order /Pending list from supply chain.

2021

Daily check pending vehicle which vehicle is waiting for parts and order VOR.

Analysis customer concern arrange part with co dealer For customer satisfaction.

Future requirement analysis location wise.

Documentation (Sale Bill, Purchase order, Material Receive, Issue.) etc.

All parts and Quantity Check before goods Receive Note (GRN) and after GRN stock.

If parts damages,short, or wrong so claim to insurance company

Prepared Monthly report Retails And wholesale.

New requirement of stock and follow up to have smooth stocks.

And Also planning for the future requirement as per the previous issue.

Supply lead time analysis and reporting to factory / vendor.

Counter sales create Performa and Invoices.

Set menu check in DMS offer company.

Create Invoices of accessories billing complete daily bases and monthly.

Self Parts Auditing.

Repair Order (RO) parts full fill and check issues to closed RO's.

EDUCATION

Vardhaman College, M.J.P Rohilkhand University Breilly, U.P India.

Bachelor of commerce

2017

U P Urdu Board, India

2015

-2019

Intermediate

U P Board, India

2011

High school

National Academy of information Technology, Bijnor, India

2014

Basic Computer Course

CADD CENTER Bijnor, India.

2015

AutoCAD,Revit Architecture