



Tahir Akhtar

Store Keeper

at Al Tala'a Int'l Transportation Co. Ltd.Sa

Location: Riyadh, Saudi Arabia
Education : Diploma, Intermediate
Experience: 12 Years, 10 Months

CONTACT

Location: Riyadh, Saudi Arabia
Name: Tahir Akhtar
Mobile Phone: +966.506422695
Country: Riyadh, Saudi Arabia
Email Address: tmahspasd@gmail.com

LAST ACTIVITY: 2021-12-20

REF.: CV38899187

TARGET JOB

Target Job Title: Service Advisor,Store Keeper

Career Level: Mid Career

Target Job Location: Ireland; New Zealand; Hong Kong; Kuwait; Qatar; UAE; Australia; Poland; Oman; Iraq

Career Objective: Work with passion & honesty.

Employment Type: Full Time Employee

Target Monthly Salary: USD 1,500

Notice Period: 1 month or less

Last Monthly Salary SAR 4,625 (~ USD 1,233)

PERSONAL INFORMATION

Date of Birth 5 June 1982 (Age: 39)

Gender Male

Nationality Pakistan

Residence Country Riyadh, Saudi Arabia

Visa Status Residency Visa (Transferable)

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Name in Arabic طاهر اختر

Marital Status Married

Number of Dependents 3

Driving Licence Issued From Saudi Arabia

EXPERIENCE (12 YEARS, 10 MONTHS)

June 2018 - Present

Store Keeper

at Al Tala'a Int'l Transportation Co. Ltd.Sa

Location: Riyadh, Saudi Arabia

Company Industry: Motor Vehicle Passenger Transport

Job Role: Maintenance, Repair, and Technician

Al Tala'a Int'l Transportation Co.Ltd.Sa Riyadh

Store Keeper.

Manage routine parts stock on daily basis.

Arrange PO and generate GRN after physical inspection the material.

Compare parts prices & make order for purchasing parts on quality & price control.

Make daily workshop PCR, local expense & submit summary to account on daily base.

Check daily parts consumption report.

Check the parts history & then issue.

Follow the Job card status.

Make estimate if abuse case then follow for approval.

Following HR for employees request annual vacation, loan & else.

Check accident vehicles, make estimates, follow with PR & insurance department for claim recovery

Check the spare parts quality, price control, parts history & Inventory store.

Update labor attendance and HR issues.

March 2013 - May 2018

Auto Service Adviser

at Al Tala'a Int'l Transportation Co. Ltd.Sa

Location: Riyadh, Saudi Arabia

Company Industry: Motor Vehicle Passenger Transport

Job Role: Maintenance, Repair, and Technician

Al Tala'a Int'l Transportation Co.Ltd.Sa Riyadh

Service advisor

Managed the front counter, including answering the phone, and opening and closing the shop.

Receiving vehicles & ticket in system.

Confirm clients complain then open Job cards.

Give Job card copy to Foreman to assign the Jobs mechanics.

Following Dealers (HYUNDI, TOYOTA, GMC, NISSAN, ISUZU, HONDA, MERCEDES & MITSUBISHI) repair the vehicles under warranty.

Mechanic labor update in system.

Check the parts history & then demand.

Vehicle is ready close the Job card & open ticket out

For the vehicle.

Daily status update in excel sheet & send email to workshop manager at the end of day.

Follow the Job card status.

Make estimate if abuse case then follow for approval.

Following HR for employees request annual vacation, loan & else.
Ceck accident vehicles, make estimates, follow with PR &
insurrance department for claim recovery & after approval then
send vehicles for repair.

March 2009 - February 2013

Receptionist

at Al Tala'a Int'l Transportation Co.Ltd.Sa

Location: Riyadh, Saudi Arabia

Company Industry: Automotive Dealership & Distributor

Job Role: Customer Service and Call Center

Receiving vehicles & ticket in system.

Confirm clients complain then open Job cards.

Give Job card copy to Foreman to assign the Jobs mechanics.

Following Dealers (HYUNDI, TOYOTA, GMC, NISSAN, ISUZU, HONDA & MITSUBISHI) repair the vehicles under warranty.

Mechanic labor update in system.

Check the parts history & then demand.

Vehicle is ready close the Job card & open ticket out

For the vehicle

Daily status update in excel sheet & send email to workshop manager at the end of day.

Follow the Job card status.

Make estimate if abuse case then follow for approval.

Following HR for employees request annual vacation, loan & else.

EDUCATION

Diploma, Intermediate

at Board Of Intermediate & Secondary Education Bahwal Pur

Location: Pakistan

March 2002

SKILLS

ERP Unitrans vehicles maintenance software. Orion vehicles maintenance software.

Level: (Expert)

Level: (Expert)

purchasing

Level: (Intermediate)

logistics

Level: (Intermediate)

stock control

Level: (Intermediate)

receiving

Level: (Intermediate)

store management

Level: (Intermediate)

marketing

Level: (Intermediate)

new store development

Level: (Intermediate)

order

Level: (Intermediate)

materials

Level: (Intermediate)

stock

Level: (Intermediate)

LANGUAGES

Urdu

Level: (Expert) | **Experience:** More than 10 years

English

Level: (Expert) | **Experience:** More than 10 years

Arabic

Level: (Intermediate) | **Experience:** More than 10 years

TRAINING AND CERTIFICATIONS

Computer Hardware Installation, Maintenance & Software Installation (Certificate)

Issued in: February 2004

HOBBIES AND INTERESTS

playing & read

Cricket, hockey & books