



## **CURRICULUM VITAE**

**Name:** THOMAS SAMUVAL

**CPR #:** 890626731

**Nationality:** Indian

**Passport#:** M8960102

**Contact#:** +973 37238771

**Email:** thomassamuval@gmail.com

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### **OBJECTIVE**

To pursue a highly challenging career, where I can apply my knowledge and acquire new skills and to explore my creativity.

### **AREA OF STRENGTH**

Dedication & Sincerity towards work. Develop a friendly environment in the work area. Having a positive attitude towards life. Flexible to changes. Ability to work autonomously. Creative, Focus on accuracy.

### **EDUCATIONAL ATTAINMENT:**

- Diploma in Mechanical Engineering  
Modarator Gnanadason Polytechnic College, Nager Coil, Tamil Nadu, India  
School Year: 2007 to 2010
- Government Higher Secondary School  
Vayakkara, Kerala, India  
School year: 2005 to 2007
- Government Senior Secondary Leaving Certificate  
Peringome, Kerala, India  
School Year: 1995 to 2005

## **PROFESSIONAL QUALIFICATION:**

Completed training program in 'Auto CAD and CNC'

## **ADDITIONAL QUALIFICATION:**

- Computer: MS Word, MS Excel, &PowerPoint
- Others: Commitment to work, Ability to learn, Responsible, Adaptable and Hardworking.

## **WORK EXPERIENCE:**

### **❖ AVIS CAR RENTAL-Bahrain.**

**FLEET IN-CHARGE cum SERVICE COORDINATOR for  
US NAVY-PWD Transportation dept. and AVIS Service (Maint.)**  
From: **February 2013 to Oct 2020.**

POC: Tylos Loopez(Us Navy),Edwin Carrdoz(Avis Service)  
Contact No.:17854461,+97336992283 (Navy),+97339724175(Service)  
Working Hours: 48-hours (6-days/week)

- Fleet In charge.(Above 500 Leased vehicles in US NAVY)
- Rental Coordination (Daily, Weekly, Monthly etc.) and used Cars sales.
- Service Coordination for all the models which related to Service, Mechanical repair, Damage repair and Accident jobs etc.
- Welcomed customers and made general assessments of their vehicles-issues and comments with check list and providing replacement/loaner vehicles.
- Recorded customer vehicle service issues in company database by using Armada software and manually record with file as well.
- Translating customers repairs into standard repair terminology.
- Test-driving vehicles to confirm service repairs if required.
- Moving customer's vehicles to the location in the shop for repairs and routine maintenance on vehicles.
- Managing telephone inquiries regarding appointments.
- Front desk operation with handled customer calls and responded to email inquiries.
- Making damage estimate (Quotation) for vehicle body and parts related issues.
- Provide accurate estimates for all the services or repairs recommended.
- Keep service record for all the vehicles and update the next service to the-customers.

- Advised customers on the care and service of their vehicles and the value of maintenance in accordance with the manufacturer's specifications.
- Updating all the vehicles Passing/Insurance as well as traffic offences details on time.
- Work order creation, Costing and LPO making by using system.
- Handling police reports/SF91 and damage repair approvals.
- Spare keys and Battery handling.
- Handling 24 hours break down service and advised customer with their concern.
- Perform other specific administrative functions as directed by service management like Invoice, Lpo and Noc letter submission etc.

❖ **PVS FORD CALICUT (SERVICE CENTER)  
QUALITY INSPECTOR with ROAD TESTER**

From: Jan. 2012 to Nov. 2012

POC: Mr. Shibin

Contact No.: +919747858661

Working Hours: 48-hours (6-days/week)

- Serviced Vehicle Inspection using service checksheet
- Mechanical work Inspection
- Road test Inspection with customer (Rattling, Humming, suspensions & Engine noise Diagnosing).
- Washing & Cleaning Inspection (Exterior, Interior, underbody & Engine compartment).
- Support advisor during busy times.
- Perform other specific administrative functions as directed by service management.

❖ **FORD INDIA PVT LTD, (VEHICLE PLANT) CHENNAI  
QUALITY CONTROLLER**

From: May 2010 to Nov. 2011

POC: Mr. Mani

Contact No.: +914467403333

Working Hours: 48-Hours (6-days/week)

- Body & Paint Inspection.
- Interior & Exterior Parts Inspection.
- Engine Compartment Inspection.
- Electrical Function Checking.
- Under body Inspection
- Gap & Flushness Inspection using stargauges
- Vehicle diagnosing using scanner.

## **PERSONAL PROFILE**

Father's Name : SAMUVAL VAYALAPPALLIL

Age & Date of Birth : 31 Years, 26-06-1989

Sex : Male

Present Address : Flat no.22, Bld no.1832, Manama,  
Bahrain.

Permanent Address : Vayalappallil House, Peringome P.O. 670307  
Kannur Dist, Kerala, India.

Nationality : Indian

Religion : Christian

Marital Status : Married

Driver License : 890626731

**Language Speaking/Writing/Reading:** English, Malayalam, Hindi, Tamil.

## **DECLARATION**

I hereby declare that the above mentioned details are true to the best of my knowledge and belief.

THOMAS SAMUVAL