



VARGHESE MATHEW

Automobile Engineer

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ABOUT ME

To pursue my career in an organization giving me an opportunity to utilize my energy, enthusiasm and quest for knowledge and there by become a part of a dynamic team which takes any challenges.

2 Year Experience in UAE as Ground Supervisor at Belhasa Driving Center.

6 years plus experience in Automobile Sector in INDIA.



EDUCATION

Bachelor of Technology (B.Tech) in Automobile
University of Calicut
2007-2011



WORK EXPERIENCES

● Belhasa Driving Center UAE, Dubai Ground Supervisor [June2017 to May2019]

- Handling a fleet of 150+ training vehicles including LMV, Heavy Bus, Heavy Truck, Motor Cycles and Forklifts.
- Handover and takeover of vehicles to instructors with proper inventory checking.
- Responsible for periodic and other maintenance work of the training vehicles and also maintaining cleanliness.
- Preparing vehicle complaint forms if any vehicle reported for maintenance and forwarding to workshop and follow up with same.
- Assist instructor in road accidents and breakdowns, in case of accidents informingto police department and collecting police report.

Nationality	: Indian
Date of Birth	: March 8, 1990
Sex	: Male
Marital Status	: Single
Permanent Address	: Kurisinkal (H) Kanjiramchira P O Alleppey, Kerala India - 688007
CPR No	: 900381612
Passport Number	: N1548585
UAE Licence Number	: 3905079(LMV-Manual)
Languages Known	: English, Hindi, Tamil & Malayalam

- Checking odometer reading of the training vehicles, comparing with previous month record and submitting to HSE department.
- Checking and maintaining records of fire extinguishers in Heavy vehicles and in Yard area.
- Checking and maintaining records (Medicine Expiry list, usage record) of first aid boxes in Heavy vehicles and in Yard area.
- Co-ordinate with QHSE department for all accident/ Incident happened in Yard area,Maintaining Monthly HSE walk down report
- Providing PTW reports for all third part activities (maintenance) inside premises and explaining TBT to the workers.
- Assisting and adjusting students to other instructor if the scheduled instructor is not available.
- Submitting reports of Student absent details, High way class and night classes to customer service department.
- Preparing leave applications of the instructors and Ground staff and forwarding the same to HODs.
- Allotting works to the ground staffs, preparing overtime details of them.



WORK EXPERIENCES

● Indus motor Co. Pvt. Ltd, Kerala India (Authorized Dealer – Maruti Suzuki India Ltd:)

Assistant Manager, Service
[[Oct 2011 – Jan 2017]]

- Handling the walk-in-customers at the branch by providing proper services and advises for their needs and enquiries.
- Verify the daily transactions such as service load / pending vehicles / pending parts/ bookings for next day etc. which are captured by the team members prior to uploading in DMS (Dealer management system).
- Processing warranty claims provided by the manufacturer to customers within one working day.
- Coordinate with Manufacturer's to resolve customer issues on warranty and Assisting technicians about any questions regarding the claims.
- Dispatch all warranty claim parts to the manufacturer and preparing the necessary paperwork for the same, Stream-lined the warranty receivable and follow up for the payments.

- Regulation of safety requirements in the workstation and also maintenance of equipment's.
- Responsible in managing the settlement and timely collection of various incomes like replaced parts scraping, used oil etc.
- Preparation & circulation of various reports to the concerned authorities as entrusted.
- Updating employee details such as personal details, salary, incentive, leave etc. in HRMS software
- Participated in various projects undertaken by the department to enhance the system for advanced requirements & better customer service.



DECLARATION

The above information furnished by me is true. If I am given a chance to work for your esteemed organization I will prove to be sincere to all the duties and activities entrusted to me.

VARGHESE MATHEW