***Curriculum Vitae***

 

Yogeshkumar Naranbhai Mistry

House No-1, Building No 795, Road No-722,

Manama – 307 Kingdom of Bahrain

Cell: 00973 39881825

Email – yogesh.kumar1973@yahoo.com

# CAREER SUMMARY

* To widen my horizon of knowledge, gain valuable experience along with obtaining confidence in myself and achieving excellence in my field of automobile industries.

# WORK EXPERIENCE – overall experience of 26 years in Gulf

* SUPERVISOR

Bahrain Commercial Services (Sep 2010 – Present)

Avis Rent A Car Autoos Workshop

Report to: Manager

Duties & Responsibilities

* Direct and participate in the repair & maintenance of light & heavy vehicles such as commercial cars & pick-up, six wheel, trucks and so on.
* Direct and participate in the timely and accurate determination of the nature and extent of malfunction or damage of all types of vehicles.
* Knowledge and experience in repair & maintenance of all types of internal combustion engines and accessories.
* Direct and participate in timely and effective drive and diagnostic tests to locate defects in vehicles or to verify repair work.
* Supervise and coordinate activities of the team involved in repairs & maintenance of the vehicles.
* Perform daily corrective and planned maintenance of all vehicles.
* Dealing with customers regarding repair needs and execute the work according their orders.
* Supervise the team and provide necessary knowledge and training and enhance the overall quality and efficiency of the task assigned.
* Great understanding of established safety practices and equipment care procedures and demonstrate the ability to instruct team in such practices and procedures.
* Exceptional ability to prioritize own work as well as department to meet deadlines.
* Responsible for reach on break down spot upon client calls and repair the vehicle as required.
* Contribute to repeat and referral business by using strong customer service and problem solving skills.
* Liaise with procurement department regarding department needs for spare-parts and consumables to ensure smooth function of work.
* Responsible for to perform other duties assigned by the manager.
* AUTOMOBILE TECHNICIAN (1991 to Aug 2010)

Abdul Rehman Al Awadi Workshop

* Rebuild and Repair engines.
* Execute all phases of power system tear down and repair.
* Removed and Replaced tires, shocks, struts and brakes
* Repair and install radiators and water pumps
* Order accurate amounts of parts and supplies to maintain necessary inventory
* Fixed and put in new belts, hoses and steering system
* AUTOMOBILE TECHNICIAN (1990 to 1991)

Mumbai

* Evaluate and diagnose customer vehicles.
* Repair damage of spare parts of light & heavy vehicles
* Overhaul engines and reinstall into vehicles
* Review all vehicles systems for signs of malfunction and wear.
* Consult with customers regarding repair needs and formulate plans.

# EDUCATION & PROFESSIONAL TRAINING

* **Academic:**

# S.S.C. in the year 1990 from MUMBAI BOARD

# Diploma in Electrical & Gas Welding from ITI (Government Institute) in 1990

* **Other Professional Training**

#  Automobile Course from Kohinoor Technical Institute in Mumbai in 1980

#  Jac Motor Training in Heavy Vehicles, held in Dubai 2014

# COMPUTER SKILLS

# Basic computer skills in Microsoft Word, Excel, Dos, Power Point, and E-mail.

# LANGUAGES KNOW

# Arabic, English, Gujarati, Hindi, Marathi

# PERSONAL INFORMATION

Date of Birth **:** 25-03-1973

Passport No : J 5369584 (Valid till 07-10-2022)

CPR No : 730309592

Nationality **:** Indian

Marital Status **:** Married

Driving License **:** Bahraini driving license (Light and Heavy vehicle)

# PERSONAL ATTRIBUTES

* Ability to adjust in any working environment.
* Enjoy taking responsibility.
* Strong leadership qualities.

# INTERESTS

* Automobile Trends
* Reading Books
* Music, games

# PERSONAL STATEMENT

* Desire the opportunity to contribute to the organization’s long-term success…with continued personal and professional growth.
* I consider myself to be an extremely motivated individual performing my best when targets are set and are to be achieved within an established span of time. I work professionally and to the best of my abilities giving the best possible results. I also take a view of myself as an effective stress handler and teamwork coordinator.
* I possess excellent interpersonal, communication and negotiation skills and the ability to develop and maintain mutually beneficial internal and external relationships
* Received Outstanding Service Award from Bahrain Commercial Services