





VIMAL VALATH PRAKASAN

 Doha Qatar

 +974 74030704

 vimalmon10@gmail.com

SUMMARY

Motivational Supervisor with 3 years of experience monitoring, coordinating and allocating employee efforts to achieve organizational goals. Proven track record with continuous improvement, performance growth and schedule management.

SKILLS

- Windows XP/7/8/10
- Invoice Processing
- Work Planning
- Cash Flow Management
- MS Office
- Computer Skills
- Vehicle Inspection
- Valid Driver's License
- Clean Driving Record
- Traffic Law Observation

EXPERIENCE

SUPERVISOR, 11/2022 - Current

Plus A Car Service Center, Doha, Qatar

- Provided accurate estimates of repair costs, labor times and parts prices to customers.
- Assisted with scheduling appointments for service work to be performed on vehicles.
- Inspected vehicles for needed repairs or maintenance services and advised customers accordingly.
- Prepared invoices for services rendered and collected payments from customers.
- Resolved customer complaints in an efficient and courteous manner.
- Tracked customer requests, comments, problems, issues and resolutions within designated systems.

SUPERVISOR

Jith Enterprises

- Supervising of Fabrication steels & Erection of heavy equipment's like reactor, tanks, condensers, etc
- Prepare material and equipment lists, purchase orders, cost analyses, and estimated production cost
- BOQ Preparation Knowledge of garage supervising and mechanical diagnosis of vehicles

EDUCATION AND TRAINING

National Higher Secondary School, Kerala, 06/2014

High School Diploma

ACTIVITIES AND
HONORS

- Media
- Gym
- Sports
- Travel

LANGUAGES

Malayalam: First Language

English:

B1

Hindi:

A2

Intermediate (B1)

Elementary (A2)

CERTIFICATIONS

- QATAR DRIVING LICENCE (LMV)

PERSONAL
DETAILS

- PASSPORT NO - P0094321
- DATE OF EXPIRY - 17/04/2026
- ID NO - 29635630516

WEBSITES,
PORTFOLIOS,
PROFILES

vimalmon10@gmail.com

DECLARATION

I solemnly declare that the information in this resume is true to the best of my knowledge and belief.
VIMAL