

## **CURRICULAM VITAE**

### **VISHAKH KOTTAYIL VIJAYAN**

Al Wakrah, Qatar

Mob:+974 74002208

:+91 9656597133

Email – kottayilvishakh@gmail.com

Visa Status: Yearly Residential, Transferable



#### **Career Objectives**

Seeking a challenging position in your organization that will allow me develop professionally and to give an opportunity for advancement.

#### **Career Plan**

Looking for a long-term association with people oriented organization where individual talents, skills, honesty and hard work are recognized and conducive work culture is provided.

#### **Educational Qualifications**

- SSLC
- Plus Two
- ITI Fitter(NCVT)
- Diploma Automobile Engineering

#### **Computer Skills**

- Experience with Microsoft Office tools like MS Word , Excel, Power Point.
- Autocad, Solidworks
- SAP,DMS

#### **Driving License**

- Indian Union Driving

License(LMV,HPMV,HGMV)No:8/2111/2011

Badge no&date:8/630/16 :-12-05-2016

Validity:30/05/2027

## Project & Seminar

- **Mini mechanical road cleaner(project)**
- **Industrial radiography(seminar)**

## Strength

- Responsible ,sincere and dedicated
- Confidence boosted by optimism
- Excellent team player & very flexible
- Good communication skills
- Punctual and hard working
- Dynamic approach

## Passport Details

Passport No.	:	P 2093023
Date of Issue	:	28-06-2016
Place of Issue	:	Cochin
Date of Expiry	:	27-06-2026

## Experience

- ❖ One year Apprenticeship training in SIFL(Fitter trade)o from 13-02-2012 to12-02-2013
- ❖ Seven days industrial training in Kerala State Road Transport Corporation
- ❖ Graduate Engineer Trainee/Service executive in Autobahn Trucking Corporation Pvt Ltd ,cochin (BharatBenz Authorized Dealer) from 01-07-2016 to 13-01-2018
- ❖ Service Advisor in PSN Automobiles PVT.LTD from 17-01-2018 to 05-06-2018
- ❖ Customer Care Officer in PSN Automobiles PVT.LTD From 11-12-2018 to 23-11-2019
- ❖ Forman at Plus A Car Service Centre, Doha ,Qatar 26-01-2020 to 07-10-2020
- ❖ Service Advisor in Malayalam Motors Pvt Ltd, Cochin,(Authorized Dealer Ashokleyland ) from 16-11-2020 to 25-09-2021
- ❖ Sales Executive at LeapTrucks Exchange division of PSN group from 01-10-2021 to 30-03-2024

## **Job Profile**

### **GET/SERVICE EXECUTIVE/SERVICE ADVISOR**

- ❖ Greet customers when they arrive at the parts and service center and direct them to an available mechanic
- ❖ Consult with mechanics about necessary repairs and possible alternatives to expensive work
- ❖ Provide customers with in-depth information about available aftermarket and OEM (original equipment manufacturer) part options
- ❖ Answer questions about service outcome (after consulting with mechanic if necessary)
- ❖ Advise customers about warranty protections and potential cost savings
- ❖ Help customers decide between trading in a car and fixing it through our shop
- ❖ Manage and oversee the service centre's workflow and scheduling
- ❖ Call customers to inform them of changes in service or to let them know their vehicle is ready for pick-up

### **CUSTOMER CARE OFFICER**

- Greets customers in a timely, friendly manner
- Think quickly on your feet and handle ambiguity
- Establish rapport and develop meaningful relationships with your clients
  - Negotiate effectively, finding the win-win solution to problems
- Proactively solicit feedback, ask clarifying questions and resolve issues in a non-confrontational way
- Ability to perform as part of a larger team and work independently to schedule and prioritize your work
- Must believe in what you do and feel a vested interest the company's success
- Must be able to multi-task
- Looking for a self-starter with motivation to succeed

## Personal Details

Name : Vishakh Kottayil Vijayan  
Father's Name : Vijayan. K.A  
Address : Kottayil house ,Thangaloor  
Thangaloor P O,  
Medical college (VIA)  
Thrissur Dist., Kerala, India-680596  
Contact : Qatar:+974 74002208  
India: +91 9496015133  
+919656597133  
Email : kottayilvishakh@gmail.com  
Date of Birth : 21-03-1992  
Sex : Male  
Nationality : Indian  
Marital Status : Single  
Languages Known : Malayalam, Hindi, English, Thamizh,  
Hobbies : Playing Football, Volleyball, Listening music

## Declaration

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

Place :Al Wakrah,Qatar

Yours Truly

Date :11-06-2024

**VISHAKH KOTTAYIL VIJAYAN**