

RESUME



- **JOJI. P. Varghese**
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- **OBJECTIVE:**

- A technician with in-depth knowledge of documenting services and installation actions. Seeking to work with an organization looking for an individual with expertise in technical field.

- **WORK EXPERIENCE:**

- **Jun 2017 to Present Team Leader Auto Z,
Doha.**

- Test components and systems using diagnostic equipment
- Discuss your findings with customer and obtain approval to move forward with repairs
- Assist with oil changes Radiator maintenance and repairs, rebuild and bolt up.
- Train fellow workers as and when required.
- Provide direction and supervision including appropriate inspections for other workers within work area.
- Stripping, washing, and testing radiators and cooling components.
- Prep of radiator tubes before installation.
- Use of hand tools such as grinders, spray painting equipment and other tools and machinery.
- Manual handling and overhead crane use.
- Housekeeping duties to ensure safe operation of the work area.
- Additional duties can include painting, strip and assembly, pressure testing and soldering. inspections if necessary
- Maintain ASE certification
- Keep a clean and safe workplace
- Draw up repair estimates.
- Perform maintenance services
- Carry out vehicle inspections, testing and safety checks.

• **Mar 2015 to Feb 2017** **Workshop supervisor** **Classic Hyundai, Kerala.**

- Accomplishes department objectives by supervising staff and organizing and monitoring work processes.
- Maintains staff by recruiting, selecting, orienting, and training employees and developing personal growth opportunities.
- Accomplishes staff job results by coaching, counselling, and disciplining employees.
- Plans, monitors, and appraises job results.
- Conducts training.
- Implements and enforces systems, policies, and procedures.
- Maintains safe and healthy work environment by establishing and enforcing organization standards and adhering to legal regulations.
- Completes operations by developing schedules, assigning and monitoring work, and gathering resources, implementing productivity standards, resolving operations problems, maintaining reference manuals, and implementing new procedures.
- Controls expenses by gathering and submitting budget information, scheduling expenditures, monitoring variances, and implementing corrective actions.
- Provides quality service by enforcing quality and customer service standards.
- Contributes to team effort by accomplishing related results as needed.

• **Jan 2014 to Dec 2014** **Mechanical supervisor** **Najmath Al Gubaib, UAE.**

- Performed installations, maintenance and repairs of mechanical equipment.
- Developed preventive maintenance programs to avoid any shutdowns.
- Performed root cause of equipment failures and provided corrective actions.
- Evaluated employee performance and provided appropriate feedback.
- Assisted in setting-up production facility, equipment and materials for new projects.
- Interpreted technical specifications and engineering drawings to perform equipment installations
- Recruited and trained new employees based on company policies.
- Ensured all staff members followed safe working practices.
- Reported any accidents and took appropriate actions promptly.
- Allocated staff and developed schedules to perform installation and maintenance operations.
- Assisted in internal audits activities and recorded audit results.
- Managed employee attendance, performance and appraisal activities.

- **Oct 2008 to Dec 2013** **Auto Mechanic** **Hawazan Trading Company, Doha.**

- Diagnose the causes of vehicles problems and repair the same.
- Draw up repair estimates.
- Perform maintenance services.
- Liaise with the parts department to obtain required components.
- Carry out vehicle inspections, testing and safety checks.
- Document and maintain records of service work carried out on vehicles.
- Keep shop floor area clean and neat.
- Maintain and organize tools, equipment and manuals.
- Research technical manuals of particular vehicles in order to increase efficiency.
- Keep abreast of technical updates and improvements relevant to the job.

- **Oct 2006 to Jul 2008** **Auto Mechanic** **Chakra motors Pvt Ltd, Kerala.**

- Diagnose the causes of vehicles problems and repair the same.
- Draw up repair estimates.
- Perform maintenance services.
- Liaise with the parts department to obtain required components.
- Carry out vehicle inspections, testing and safety checks.
- Document and maintain records of service work carried out on vehicles.
- Keep shop floor area clean and neat.
- Maintain and organize tools, equipment and manuals.
- Research technical manuals of particular vehicles in order to increase efficiency.
- Keep abreast of technical updates and improvements relevant to the job.

- **Jun 1999 to Sep 2003** **Auto Mechanic** **Maruti Auto House, Kerala.**

- Diagnose the causes of vehicles problems and repair the same.
- Liaise with the parts department to obtain required components.
- Carry out vehicle inspections, testing and safety checks.
- Document and maintain records of service work carried out on vehicles.
- Keep shop floor area clean and neat.
- Maintain and organize tools, equipment and manuals.
- Research technical manuals of particular vehicles in order to increase efficiency.

- **MAJOR ACCOMPLISHMENTS:**

- Completed Technical training course from Hyundai (Level 1)
- Completed Technical training course from Maruti Suzuki (Level 1)

- **Educational Qualification**

- **Graduate** : Automobile Engineering
State Board of Kerala Second class from ITC Institute
Nilamboor, Kerala, India 1998-1999
- **S.S.L.C Schooling** : Educational Board
Government of Kerala 1997.
- **LINGUAL SKILLS**: English, Hindi, Arabic and Malayalam.

- **TECHNICAL SKILLS:** MS office overview & fundamentals in 1999, Tech tool operation, Analytical Thinking Skills Problem-solving Skills, Troubleshooting, Technology Skills.

- **ADMINISTRATIONAL** : Communication, Technology, Organization, Professionalism, Ability and Willingness to Learn.

- **Personal Details**

- **Date and Place of Birth** : 08/03/1981, Kerala.
- **Nationality** : Indian
- **Religion** : Christian
- **Gender (M/F)** : Male
- **Marital status** : Married
- **Passport No** : V8363097

- **DECLARATION:**

- The information provided above is true and correct, to the best of my knowledge.

- **Date:**

Place: Doha