

CIRRICULUM VITAE

PERSONAL INFORMATION

ADNAN SIDDQUI
HUSSAIN



D.O.B: Jul 7,1979

Marital status: Married

Nationality: Pakistani

Religion: Islam

Languages: English, Urdu,
Arabic, Punjabi

(Short notice joining)

Contact no:

00966- 53-421-3449 K.S.A

0092-305-443-5668 Pak (What's
app only)

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CAREER OBJECTIVE:

To be a part of a good working environment matching my educational background with challenging job, to learn more and enhance my skills.

ACADEMIC QUALIFIICATION:

B.COM



BACHELOR OF COMMERCE

Lahore College of Commerce

University of Punjab, Pakistan

I.COM



INTERMEDIATE IN COMMERCE

Lahore College of Commerce

Lahore Board of Intermediate and Secondary Education

S.S.C



SECONDARY SCHOOL CERTIFICATE

Govt. High School, Lahore

Lahore Board of Intermediate and Secondary Education



TRAININGS

Mechanical Engineer (Online from solihull UK)

Passed 110 Courses from Land Rover Training Center Al-Saif Motors (K.S.A).

Diploma in Electronics & Diesel Engine Mechanic 2+2 Years
"Punjab Board of Technical Education Pakistan"

BMW Policy & Procedure Training from Mohammed Yousaf Naghi Jeddah GM Policy & Procedure 2 week Training.

Alissa Warranty System & Tech2 Operating Training from Alissa Auto Riyadh.

Persuade the Kerridge (General Automotive) ERP. Software training in all the divisions (PDI/WAR/PARTS GMT/SERVICES)

CIRRICULUM VITAE

ERP

- Oracle
- American System 400 Computer (AS 400)
- Kerridge 6.2 Computer (an ERP system)
- Auto Management.

PROFESSIONAL SKILLS:

COMPUTER:

- Windows XP, 8.1 etc.
- MS-OFFICE:WORD,EXCEL,POWERPOINT
- CORALDRAW,INTERNET,E-MAILS & WEBSITE BUILDING THROUGH MS-FRONTPAGE, Diploma in "Peach Tree" Account , Diploma in Computer Hardware (DCH, Diploma in Networking in all Windows

PERSONAL SKILLS:

Self-Confident, Disciplined, Managerial Potential, Good Communication skills, Relocation Flexibility, Team Player

PROFESSIONAL EXPERIENCE:

Organization: Suzuki Premier Motors Co. Ltd. (Lahore Pak)



Position: Detailing & Body shop Manage

- Calculate the Capacity of the workshop & prepared the productivity report prepaid.
- Give the new ideas for expansion of the Business.
- Prepared the feasibility report, how to generate 1 million revenue in one month.
- By inspiring feasibility report, task has been assigned to me on war basis.

The facility for Detailing, Glass Coating, Ceramic Coating & PPS, GP Sheets Decorated Hall with working bay has been prepared with lots of colorful lights and display cabinets within a short span of Time including purchase of tools, Equipment's & necessary materials and hiring of team. Launch new system for issuing job cards and proper costing on the final invoice.

Responsibilities:-

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- Head of Detailing business.
- win customer's satisfaction
- Expanding Business
- Formulating Policies and Strategies for Aftersales
- Report to CEO UK.

Organization: **AW-ROSTAMANI MOTORS LLC. (Zhengzhou Nissan Automobiles) (KSA Riyadh)**



Position: Service Manager

Duration: 16 April 2013 to 14 April 2017

Responsibilities:-

- Calculate the Capacity of the workshop & prepared the productivity report prepaid.
- Give the new ideas for expansion of the Business.
- Head of Detailing business.
- Win customer's satisfaction
- Expanding Business

Organization: **Wallan-Trading Company (KSA Riyadh)**



Position: Service Manager

Duration: 27.11.2012 to 15.4.2013

Responsibilities:-

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- Managing two workshops; Passenger Cars Workshop and Light Commercial Vehicles Workshop
- Technical support to mechanics as well as management side
- Warranty and insurance claims & approvals, customer care & in contact with Hyundai Motor Company for Technical Issues

Achievements:-

I had managed successfully the daily turnout ratio of 150 vehicles and achieved the monthly income target for both workshops since last four months

Organization: Easy drive Car Rental Company (Autorent) (KSA Riyadh)



Position: Manager Workshop

Duration: 01.07.2009 to 01.11.2012

Responsibilities:-

- Responsibility for managing a fleet of 3,000 vehicles
- Managing service/maintenance & moreover
- Monitoring operational issues like replacement of Vehicles
- keeping the track record of the complete fleet of Autorent vehicles

Achievements:-

Developing Workshop, increased business from 1700 to 4500 Vehicles.

Organization: Abdul Latif Alissa Auto Co. (KSA Riyadh)



Position: Workshop Controller & Internal Auditor

Duration: 15th August 2005 to 30th July 2009

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Responsibilities:-

- Job Controller.
- Make Technician Performance Report.
- Open job card for PDI Vehicles & process.

Organization: **Al-Saif Motors (KSA Riyadh)**



Position: ***Warranty Administrator***

Duration: **25th May 2001 to July 2005**

Responsibilities:-

- Receiving Details of Claim From 3 Branches Verifying and Submit to UK. Through (D.D.W. System) & check service action, bulletin & campaign
- Arranging to Dispatch Old Warranty Parts to UK. With prior inventory record
- Submission of Goodwill Requests to UK for Approval and getting the same
- Follow up of Credit Notes and Submission of Weekly Statement to Finance dept

HOBBIES:

Chess player (Rating 1900+ Master), Internet surfing and Reading latest Research Papers