

# Mohammed Faiyaz Uddin

## Workshop Controller

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## **PROFESSIONAL SUMMARY**

Workshop Controller with more than 5 years' experience as a Workshop Controller at Al Jomiah Automotive Company, in addition to almost 10 years as a Foreman Workshop furthermore has a great knowledge in the spare parts field., I'm always looking to improve myself and I've already proven myself in various positions within the organization which qualified me & the company to be one of the most professional companies in Saudi Arabia

## **Job Acquired Skills**

- Supervisory Experience
- Ability to work in a team.
- Strong leadership and team management skills.
- Supervisory Experience
- Customer Service
- Troubleshooting
- Technical
- Excellent communication skills
- Auto Delivery
- Works well under pressure
- Experience in Trucks and Small Vehicles

## **Experience**

June 2005 to	Al Jomaih Automotive Company
November 2020	Dammam, Saudi Arabia
	Workshop Controller

## **Tasks and Duties**

- Expert to perform all diagnose in the vehicle and carry out the job as per manufacturer standards.
- Deliver the highest technical standard, workmanship & quality from the workshop staff to assure total customer satisfaction.
- Train & coach technical staffs.
- Audit Workshop standards and quality of repairs on regular basis.
- Maintaining a clean and safe workshop.
- Audit regularly Work Write-ups/worksheets to ensure they are written up and recorded accurately.
- Test drive vehicles after completion of work, when necessary, to monitor quality control.
- Reviewing completed works.
- Inputting data into spreadsheets and workshop management software.
- Ensure adequate workshop staffs are available for the required workshop loadings.
- Ensure that time control procedures are adhered to.
- Be responsible for general order & cleanliness in the Workshop.
- Ensure that tools, special tools, equipment, and Workshop literature are complete and up to date.
- Ensure that all Warranty work carried out complies with Manufacturers terms and conditions.

- Monitor replacement and exchange parts are returned for claim. Arrange Emergency Service or overtime cover as specified by Service Manager.

Provide technical backup for Service Advisors and technical information when necessary to customers.

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### ***Education***

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#### **ZPHS**

Nizamabad, Telangana State, India

High School Diploma

#### **Board Of Technical Examinations**

Course in (Diploma in Electrical Automobiles)  
Maharashtra State, India.

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### ***Languages***

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- Urdu: Mother Tongue
- Arabic, English and Telugu

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### ***Hobbies***

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- Browsing, Surfing internet.
- Sports (Playing Cricket, Walking,)
- Watching TV.

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### ***Personal Information***

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- Date of Birth 05/05/1974
- Nationality Indian
- Religion Muslim
- Gender Male
- Marital Status Married