

# CURRICULUM-VITAE

## **MOHAMMAD KALAMULLAH**

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Cell: +966583341217

**Post Apply for Warranty Administrator**

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### **CAREER OBJECTIVE:**

Committed claims handling professional with extensive experience of 8 years. Gathered, recorded, and processed information accurately and efficiently for reliable claim management. Built positive relationships with customers and colleagues for enhanced service provisions.

### **WORK EXPERIENCE:**

- Worked in **TATA MOTORS Dealership (MS AUTOMOBILE) IN GAYA** as a **Warranty Processor** from 02-Jan-2015 to 05-April-2018.
- Worked in **ALMARIAH UNITED GROUP (SERVICE CENTER) IN ABU DHABI** as a **Warranty Incharge** from 16-April-2018 to 20-Oct-2020.
- Worked in **TATA MOTORS Dealership (ANIL AUTOMOBILE) in Arwal** as a **Warranty Admin** from 25- Nov-2020 to 17-July-2022.
- Working in **General Motors GM ( Altawkilat Universal Motor Agencies) in Abha Saudi Arabia** as a **Warranty Admin** from 25-July-2022 to till.

### **JOB RESPONSIBILITIES:**

- Processes warranty claims on a timely basis for each franchise or distributor.
- Processes all warranty paperwork to ensure proper documentation.
- Verifies criteria required by factory or distributor.
- Reconciles all warranty receivables with payments through the appropriate accounting schedule.
- Resubmits all rejected claims promptly or receives authorization to write them off
- Tracks warranty parts by tagging with repair order number,



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date of replacement and date on which part may be disposed of.

- Gathered, recorded, and distributed complete documentary evidence.
- Arranges for parts to be shipped to the factory or distributor or to be scrapped

#### **EDUCATIONAL QUALIFICATIONS:**

- **Diploma in Automobile Engineering** from Al-Kabir Polytechnic Jamshedpur in 2016 year with **DISTINCTION MARKS.**
- **Diploma in Industrial Safety & Fire Management** from Euro Link Technical Institute Jamshedpur in 2013 with 85%.

#### **COMPUTER SKILLS:**

- MS office (Word, Excel, PowerPoint) & Internet.

#### **PERSONAL STRENGTH:**

- Confident, Creative and Committed, Comprehensive problem solving abilities, Adaptability and inquisitiveness.
- Ability to quickly adapt to a new environment, Hard working, Dedication, Confidence and Sincerity.
- To work in an atmosphere where work & experience can be gained through continuous learning.

#### **PASSPORT DETAILS:**

Passport Number : N7450360

Date of Issue : 15/03/2016

Place of Issue : Ranchi (Jharkhand)

Date of Expiry : 14/03/2026

#### **PERSONAL DETAILS:**

Father's name : MD JAFRULLAH

Date of Birth : 20/06/1994

Marital Status : Married

Languages Known : English, Urdu & Hindi

Nationality : Indian

Hobby : Playing Cricket & Reading Books



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Permanent Address : Hazaribagh, Jharkhand.

**Declaration:**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

NAME:-

(MD KALAMULLAH)



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