



AHTASHAM RAZA

WARRANTY ADMIN

CONTACT

+966541186546

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Saudi Arabia

PERSONAL INFO

Gender : Male
Marital Status : Single
Date of Birth : Oct 18, 1993
Nationality : Pakistan
Domicile : Punjab
Religion : Islam

SKILLS

- Customer Service
- Technical Knowledge
- Teamwork
- Time Management
- Leadership
- Analytical Skills
- Collaboration
- Data Analysis
- Inventory Management



PROFILE

I am a results-driven IT & Management professional with six years of experience, seeking to leverage my expertise to align personal growth with organizational objectives. I am eager to contribute to a dynamic team where I can apply and refine my skills to support strategic initiatives and drive continuous improvement.



EDUCATION

Graduation	2013 - 2015
Allama Iqbal Open University	
FA	2011 - 2013
B.I.S.E Lahore	
CCNA	2011
CORVIT College, Lahore	



WORK EXPERIENCE

Warranty Admin APR 2022 - PRESENT
Petromin Company Dammam KSA

- Submitting warranty claims & obtaining prior repair approvals.
- Organize files, review contracts, & manage records.
- Dealing with other departments & external relations.
- Estimating the cost (Parts - Labor - Others)

11/02/2022 join Petromin Stellantis as Technician FEB 2022 - PRESENT
01/01/2023 Promoted as Warranty Admin

- Diagnose and repair vehicle mechanical issues.
- Perform scheduled maintenance and quality checks.
- Use diagnostic tools and equipment effectively.
- Communicate repair and maintenance details to customers.
- Deliver high-quality customer service in a fast-paced environment.
- Process and manage warranty claims efficiently.
- Review warranty policies and procedures to ensure compliance.
- Submit accurate claims to manufacturers or vendors.
- Maintain records of warranties and claims documentation.

TRAINING

- Technician training level 0 level 1 and level 2 completed
- Warranty admin training level 0 and level 1 completed

LANGUAGES

- English
- Urdu

EXPERIENCE CONTINUED

Technician Oil & Filter Change Honda Multan	APR 2021 - OCT 2021
<ul style="list-style-type: none">• Inspect vehicle components such as air filters, cabin filters, and spark plugs during routine maintenance.• Identify potential issues or worn-out parts and report them to the service advisor.• Maintain a clean and organized workspace, handling tools and equipment safely.• Provide customers with maintenance recommendations based on vehicle needs.	
Production Manager New Asia Auto Mobile (Pvt.) Ltd	2013 - 2016
<ul style="list-style-type: none">• Oversee the entire production process to ensure timely completion of orders.• Manage and motivate production teams, delegating tasks and monitoring performance.• Develop and implement production schedules while adhering to quality standards.• Optimize production processes to enhance efficiency and reduce costs.	
RTV Dep TESCO Distribution Center Malaysia	2016 - 2018
<ul style="list-style-type: none">• Monitor and maintain accurate inventory levels of returned items.• Inspect returned products for damage or defects before processing returns.• Manage the return of products to vendors, ensuring compliance with company policies.• Generate reports on return trends for inventory and vendor performance evaluation.	
Store In-Charge New Asia Auto Mobile (Pvt.) Ltd	2018 - MAR 2021
<ul style="list-style-type: none">• Oversee inventory management, including ordering, stocking, and tracking auto parts.• Ensure accurate record-keeping of stock levels and transactions.• Conduct regular audits and reconcile physical stock with inventory records.• Supervise and train store staff on store operations and safety procedures.• Maintain store cleanliness and organize displays to optimize product accessibility.	



REFERENCE

It will be Available on Demand.