

AHTASHAM RAZA

WARRANTY ADMIN



CONTACT

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Location: 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

FEB 2022 - PRESENT

Technician

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

- 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

- 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

- 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

- 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.