



CONTACT

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+966560375217

EMAIL:
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SKILLS

Customer Service.
MS Office.

LANGUAGES KNOWN

English
Hindi
Urdu
Telugu

PERSONAL INFORMATION

Nationality: Indian
Valid :Saudi Driving License

MOHD OMER SHAREEF

ADVISOR & SERVICE ADVISOR

PROFILE

To obtain a position as a professional Service Advisor, Energetic & motivated Service Advisor year of experience in service & parts. Excellent communication, listening & diagnostic skills. Seeking a position with to increase company sales & provide outstanding customers and service.

WORK EXPERIENCE

SERVICE & BODYSHOP ADVISOR- Skoda Service Centre, Hyderabad.
2022-2024

BODY SHOP ADVISOR- Nissan Service Centre, Hyderabad.
2017- 2021

ROLES AND RESPONSIBILITIES

- Visit the accidental and open the job cards.
- Manage Accumulate bill amount and depreciation to be insured.
- Preparing estimate and settlement with surveyors.
- Inspection work of vehicle during work and informed to customers.
- Final inspection of vehicle arranges and deliver to customer.
- Follow up insurance payment.
- Creates reports and documentation outlining findings and solution.
- To handle customer queries.
- Solution to resolve complaint.
- Handle dissatisfied customer in very lenient way.
- Support meeting rooms with A/V support.
- Inspected and tested damage vehicles, then recorded findings so that necessary.

EDUCATION

BACHELOR DEGREE - Maheshwara Engineering
College 2011-2015

BOARD OF INTERMEDIATE
2009-2011

DECLARATION

I hereby solemnly declare that the above particulars are true to the best of my knowledge and belief.