



# 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.

## CONTACT

PHONE:  
**+966560375217**

EMAIL:  
[omershareef313@gmail.com](mailto:omershareef313@gmail.com)

## SKILLS

Customer Service.  
MS Office.

## LANGUAGES KNOWN

English  
Hindi  
Urdu  
Telugu

## PERSONAL INFORMATION

Nationality: Indian  
Valid :Saudi Driving License