

Ajin Antony

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 Al Karama, Dubai, UAE



SKILLS

Goal Oriented

Training Skills

Communication Skills

Problem Solving Skill

Employee relation

Decision Making

Leadership

Ability to work with people of all level

Ability to work own initiative to drive implementation forward

Innovative And Creative

LANGUAGES

English

Hindi

Malayalam

PERSONAL DETAILS

Date of birth
01-03-1996

Nationality
India

Visa status
Visit Visa

Marital status
Single

ABOUT ME

I am a dedicated and well organised individual with good interpersonal skills. I am an excellent team worker and always keen and very willing to learn and develop new skills. I am reliable and dependable and I can ensure you that I am a motivated, open and calm minded, hard working and a dedicated professional who seeks new responsibilities in a wide range of employment areas. And also, I am a B.tech graduate. I have good listening and communication skills with a creative mind and always up or new challenges. I am a good time keeper and plan ahead to make sure that I manage my time well.

OBJECTIVE

- To apply and integrate the knowledge and skills learned effectively in a job environment.
- To achieve the goals through patience, consistency, hard work and honesty.

To utilize my skills and expertise best to serve the needs of the company and to broaden mycurrent skills and knowledge.

UNTITLED

- Good knowledge with effective presentation, writing, oral communication, coordinating and organizational skills. Highly analytical with good problem solving. Negotiation skill and Entrepreneurial skill.

Excellent judgment with unquestionable ethics and integrity with outstanding leadership and strong monitoring and coaching skills, and self-motivated and results oriented.

WORK EXPERIENCE

Service Advisor

P. J. AutomobileS / Pathanamthitta, Kerala / Jan 2019 - Dec 2020

Maintaining solid customer relationship by handling enquiries and concerns with speed and professionalism.

Resolving customer complaints.

Preparing job cards for damaged vehicles in accidents for insurance claims.

Cost estimation for repairing vehicles and report creation.

Issuing invoices.

Familiar with Automobile Components, Concepts and Applications.

EDUCATION

Bachelor of Technology

University Of Kerala / Trivandrum, Kerala / 2018

B.Tech in mechanical stream- automobile engineering - University of Kerala.

Nebosh

Al Salama School of Safety Studies / Trivandrum, Kerala / 2021

NEBOSH International General Certificate (IGC)

IOSH

Al Salama School of Safety Studies / Trivandrum, Kerala / 2021

COMPUTER PROFICIENCY

1. Ms Word
2. Ms Powerpoint
3. Ms Excel
4. Adobe Photoshop
5. Adobe paemaker
6. Operating Systems- Windows 10, 8, 7, XP, GNU Linux, Ubuntu.