



VENUGOPAL G

**AUTOMOBILE ENGINEER, SERVICE
ADVISOR, SUPERVISOR**

 Dubai, UAE

 +971558665371

 venugopalg2331995@gmail.com

SKILLS

- Excellent communication skills
- Decision making
- Time management
- Team player
- Multitasking
- Stress handling
- MS office

EDUCATION

- ❖ **B. Tech in Automobile
Engineering**
2017
MG University, Kerala, India

LANGUAGES

- English
- Hindi
- Malayalam

OBJECTIVE

Highly dedicated professional having more than **4 Years of experience in UAE and India** seeking an opportunity with growing and dynamic organization where I can develop my skills, continue to advance in my career and be able to contribute to the growth and success of the organization.

EXPERIENCE

- ❖ **Al Ahbab Garage, Dubai, UAE**
Supervisor
15/03/2022 to Present

Duties and Responsibilities

- Assist customers in determining problems with their vehicle.
- Preparation of vehicle repair cost estimation and quotation.
- Job card opening and billing.
- Providing accurate repair descriptions and vehicle allocation to technicians.
- Purchasing of spare parts.

- ❖ **Li-Trans Environment and Energy Solutions, Ajman, UAE**
Machine Operator
12/12/2021 to 12/03/2022

Duties and Responsibilities

- Assembling of the unit.
- Monitoring the production process.
- Testing and inspection of the unit.
- Observing and recording the final data and results.
- Perform regular unit maintenance.
- Mixing the chemicals in exact proportions.
- Maintain safety standards in the workspace.
- Maintain a clean working area.

- ❖ **Indus Motor Company Pvt. Ltd, Kerala, India**
Service Advisor
18/01/2018 to 01/04/2020

Duties and Responsibilities

- Assist customers in determining problems with their vehicle.
- Providing accurate repair descriptions to technicians.
- Scheduling service appointments and estimating repair costs.
- Job card opening, closing and billing.
- Collection and verifying service documents.
- Cost estimation and vehicle intimation.
- Continuous follow up of the vehicle and intimate all the updates to the customer.
- Delivering the vehicle as per said promised date.