



JITHIN RAJEEV .M

CONTACT INFORMATION

+971 545063143
+91 9567808897
jithinrajeev012@gmail.com

EDUCATION

DIPLOMA IN MECHANICAL ENGINEERING | 2014

- State Board of Technical Education

HIGHER SECONDARY - COMPUTER APPLICATION | 2010

- Board of Higher Secondary Examination, Kerala, India

SSLC | 2008

- Board of Public Examination, Kerala, India

COMPUTER PROFICIENCY

MS Office	★★★★★
Basic Operation	★★★★★
Internet & Email	★★★★★

LANGUAGES KNOWN

English	100 %
Malayalam	100 %
Hindi	85 %
Tamil	85 %

PROFESSIONAL SUMMARY

Experienced mechanical engineer with automotive industry expertise. Skilled in procurement, contract negotiation, and project management. Committed to innovation and industry trends. Ready to contribute to a dynamic team.

SKILLS

Team Work

Work Ethic

Quality Assurance

Leadership Quality

Decision-making

Inventory Management

Industry Trends

Technical Proficiency

Innovation

Contract Negotiation

Honesty

WORK EXPERIENCE

SERVICE FLOOR INCHARGE | May2024 – Present

PAB AUTO MAINTENANCE -DIP 1

KEY RESPONSIBILITIES

- Work closely with sales team, technicians and parts department to gather relevant cost information.
- Overseeing the day-to-day operations on the floor. Assigning tasks to staff and ensuring they are completed efficiently. Maintaining a clean and organized environment for both customers and employees..
- Works with sales manager to discuss gross margin, commission and final pricing.
- Maintains cost data base for each estimated project with supporting documents. Maintains a data base for proposals generated along with supporting documents
- Able to maintain detailed records of customer data, jobs and historical sales information

H-PROMISE PURCHASE TL | April 2023 – May2024

APCO HYUNDAI

KEY RESPONSIBILITIES

- Oversee the procurement process for H-Promis, ensuring timely acquisition of necessary materials and Customers.
- Collaborate with vendors to negotiate favourable terms and agreements for the purchase of Vehicles
- Develop and implement purchasing strategies to optimize cost efficiency and maintain quality standards.
- Monitor inventory levels and reorder points to prevent stockouts and minimize excess inventory.
- Review purchase requisitions and requests, prioritizing purchases based on urgency and importance.
- Conduct market research to identify potential Customers and evaluate their capabilities and offerings.

APM | Feb 2022 – April 2023

ROYAL DRIVE PRE-OWNED LUXURY CARS

KEY RESPONSIBILITIES

- Supported Product Manager used car evaluation and purchase
- Conducted market research and competitive analysis.

PERSONAL DOSSIER

Gender : Male
Date of Birth : 03-02-1993
Nationality : Indian
Marital Status : Single

Permanent Address

Kuttian House
Panayathamparamba, Muringeri .PO
Kannur, Kerala, India, 670612

PASSPORT DETAILS

Passport Number : N9938108
Date of Expiry : 25-04-2026
Place of Issue : Kozhikode

INTERESTS


Songs


Travelling


Reading


Driving

REFERENCE

- Available upon request

EVALUATOR | 2014 – 2018

MARUTI SUZUKI TRUE VALUE

KEY RESPONSIBILITIES

- Conducted evaluations of projects or programs.
- Developed evaluation frameworks and methodologies.
- Collected and analyzed qualitative and quantitative data.
- Prepared evaluation reports and presented findings.
- Provided recommendations for program improvement.
- Collaborated with project teams and stakeholders.
- Managed evaluation timelines and budgets.

PERSONAL STRENGTHS

- **COMMUNICATION** - Interpersonal skills – verbal, problem solving and listening skills in any administrative role.
- **SERVICE** - Having a client focused approach Skills include Patience, Attentiveness and a positive language.
- **ORGANIZATION** - Helping others, organizing a to-do list. Prioritizing tasks by the deadline for improving time -management.
- **MANAGEMENT**- Management skills to direct others and review others performance.
- **RESILIENCE** - Maintains a positive attitude and perseveres through challenges, bouncing back stronger and more determined in the face of adversity.
- **INITIATIVE** - Proactively takes charge and drives progress, identifying opportunities for improvement and taking action to make positive changes.

DECLARATION

I hereby declare that the above-mentioned information is true and I bear the responsibility for the correctness of the above-mentioned particulars

JITHIN RAJEEV .M