

# Bhavesh Mane

Mira Road, Thane, Maharashtra

[brmane13234qis\\_npe@indeedemail.com](mailto:brmane13234qis_npe@indeedemail.com)

+91 84250 26460

Humble , Hardworking and reliable Individual with strong ability to Focus , Offering Drive and willingness to learn. Simply organized, proactive and punctual with team oriented mentality seeking to broaden my work experience in a field i feel would bring the Absolute BEST out of me.

## Personal Details

---

**Date of Birth:** 2002-10-13

**Industry:** Automotive

## Work Experience

---

### Trainee Service Advisor

Maruti Suzuki-Mumbai, Maharashtra

Full-time

February 2024 to Present • Full-time

Assisting Sr.SA and Majorly performing all the following ( Free service & paid service )

- Greeting customers, handling complaints, and ensuring customer satisfaction
- Understanding the dealership's and manufacturer's policies on car service, including maintenance, repair, and warranty
- Communicating with customers about vehicle problems, insurance, and warranty issues
- Booking appointments, vehicle drop-offs, and pick-ups
- Estimating repair costs and the time it will take to complete repairs
- Making recommendations based on the customer's needs and wants
- Suggesting products and services to customers
- Verifying if the cars brought to the dealership have insurance coverage
- Testing drive cars to confirm repairs have been done correctly

### Trainee Technician

Galaxy Auto Works-Mumbai, Maharashtra

Internship

May 2023 to December 2023 • Internship

Performing service work on the premium & luxury cars along with the following :

- Assisting the mechanical engineer with mechanical design and maintenance tasks.
- Installing and performing diagnostic tests on mechanical systems.
- Developing and implementing mechanical maintenance plans to prevent costly equipment breakdowns.
- Troubleshooting mechanical malfunctions and breakdowns, as well as performing repairs.
- Documenting processes and maintaining mechanical service records.

- Monitoring the availability of parts and replenishing supplies.
- Optimizing mechanical efficiency by adjusting machinery and equipment settings.
- Training co-workers on the safe and efficient use of mechanical machinery and equipment.
- Maintaining a tidy work environment and adhering to company regulations.

### **Trainee Technician**

Super Motors Pvt Ltd-Mumbai, Maharashtra

Internship

March 2023 to April 2023 • Internship

- Installing and performing diagnostic tests on mechanical systems.
- Developing and implementing mechanical maintenance plans to prevent costly equipment breakdowns.
- Troubleshooting mechanical malfunctions and breakdowns, as well as performing repairs

### **Trainee advisor**

Car fixo-Mumbai, Maharashtra

Internship

October 2022 to March 2023 • Internship

- Advise and coordinate with Customer for planned and unplanned maintenance activities of the vehicle.
- Assist and advise the Customer for trouble shooting of faults and problems on vehicles
- Answer questions about service outcomes, schedule and book appointments, vehicle drop-off and vehicle pick-up
- Provide customers with information and advice on warranty protections, potential cost savings and the advantages of trading in versus fixing their car
- Manage and oversee the dealership's workflow and schedule
- Call customers to advise them about service changes or car pick-up times
- Maintain positive customer relationships to ensure repeat business

### **OJT**

Mahindra & Mahindra Ltd-Mumbai, Maharashtra

Contractual / Temporary

June 2022 to July 2022 • Contractual

- Was an On Job Training (OJT) program where I learnt about how the job have been done in this company .
- worked on electrical , vehicle body ( chassis ) , body paint , transmission , engine all these departments.

## **Education**

---

### **ITI in Mechanic Motor Vehicle**

St Francis

June 2020 to August 2022

### **HSC in Arts**

Durgadevi Saraf Jr College Malad West-Learned, MS

June 2018 to March 2020

### **SSC**

VPMs Vidya Mandir Dahisar East-Learned, MS

June 2008 to March 2018

## Skills / IT Skills

---

- Microsoft Word
- Microsoft Excel
- Microsoft Powerpoint
- Lead generation

## Languages

---

- Marathi - Expert
- English - Intermediate
- Hindi - Intermediate
- Gujarati - Beginner

## Certifications and Licenses

---

### **ITI**

June 2020 to August 2022

- Proficient with the automobile repairing and maintenance techniques
- Familiar with different varieties of automobiles
- Ability to perform other physically strenuous work

### **Previous experience**

Present

Auto Care ( IC colony , Borivali West ) :-

Worked as a trainee technician under senior technician at workshop , where my role include inspecting the vehicle's mechanical components and vehicles performing maintenance and repair work on cars

### **Hyundai ITI education program**

June 2020 to August 2022

Training about the Hyundai vehicle and performing and practicing mechanical work on the vehicle in workshop. Understanding the procedure and usage of tools with proper handling

## Additional Information

---

I am a mature team worker and adaptable to all challenging situations. I am able to work well both in a team environment as well as using own initiative.

Also i enjoy making drawings as well as learning about humay psychology