

## Resume

Jaiminkumar Virendrasinh Zala  
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## SUMMARY

A dedicated and customer-focused Service Advisor with hands-on experience in the automobile industry.

Skilled in diagnosing vehicle issues, coordinating service operations, and ensuring customer satisfaction.

Experienced in handling vehicle maintenance, repair processes, and customer communication.

Passionate about providing excellent service and building strong customer relationships.

## SKILLS

- Customer Service & Communication
- Vehicle Diagnosis & Troubleshooting
- Service Coordination & Workflow Management
- Problem-Solving & Decision Making
- Technical Knowledge of Automobiles
- Time Management & Multitasking

## EXPERIENCE

**16/07/2022 - 05/11/2022 | Internship**

Designation: Mechanic

Responsibilities: Regular maintenance and repair tasks

**03/01/2024 – Present | Downtown Hyundai, Anand**

Designation: Service Advisor

Responsibilities:

- Assisting customers with vehicle servicing needs
- Diagnosing and addressing customer concerns
- Coordinating with the service team for efficient workflow
- Ensuring timely delivery of serviced vehicles
- Providing cost estimates and explaining service details to customers

## EDUCATION

Diploma in Automobile Engineering | Government Polytechnic, Ahmedabad | GTU | 2023

S.S.C | Knowledge High School, Nadiad | GSEB | 61.5% | 2017

## PERSONAL DETAILS

Father's Name: Virendrasinh Abhesinh Zala

Address: 16, Yogivilla Society, Bhavanipura, Uttarsanda-Chaklasi Road, Uttarsanda-387370

Date Of Birth: 27/09/2001

Gender: Male

Marital Status: Single

Nationality: Indian

Languages: Gujarati, Hindi, English

## DECLARATION

I hereby declare that all the information given above is true and correct to the best of my knowledge.

DATE - SIGNATURE