

Mandar Pandharinath Shelar

Automobile Technology/CAD/Design/Mechanical

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Date of Birth: 28/05/2004



I seek challenging opportunities where I can fully use my skills for the success of the organization. I want to succeed in a stimulating and challenging environment that will provide me with advancement opportunities. I want to excel in this field with hard work, perseverance and dedication.

EDUCATION

SSC ►University Of Mumbai 2019 - 2019

Percentage - 53.40%

HSC ►Automobile Technology, Government Technical High School Centre, Pen 2019 - 2021

Percentage - 74.67%

Diploma in Automobile Engineering ►Kohinoor Technical Institute Jan 2023

Pass

Diploma in mechanical engineering > Sunsubha polytechnic > MSBTE. May 2025

Percentage - 72%

AutoCAD ► Sept 2024

Pass

EXPERIENCE AND INTERNSHIP

Purchase Engineer >Car's 24 pvt LTD. Jan 2024 - Present.

- 1. Vendor Management:
 - > Built strong relationships with OEMs and dealers to negotiate bulk vehicle purchases at competitive rates.
- 2. Cost Analysis & Negotiation:
 - > Evaluated multiple quotations and executed cost-effective deals, saving up to 10% on annual procurement budgets.
- 3. Fleet Planning:
 - > Strategically planned fleet acquisitions based on company requirements, resale value, and

market trends.

4. Documentation & Compliance:

> Handled RTO registration, insurance coordination, invoicing, and road tax payments with 100% compliance.

5. Inventory Coordination:

> Managed vehicle inflow and coordinated with logistics for on-time deliveries to multiple branch locations.

6. Data Management:

> Maintained purchase records using Excel/ERP to track vehicle status, warranty, and asset depreciation.

7. Market Research

> Conducted market surveys to track competitor pricing, discounts, and seasonal offers to optimize purchase decisions.

8. Customer Handling:

> Assisted over 500+ customers in choosing suitable vehicles by understanding their technical and financial needs.

9. Product Knowledge:

> Presented key technical features, safety aspects, and benefits of multiple car models to both retail and corporate clients.

10. Test Drives & Demonstrations:

> Conducted over 300+ test drives, increasing conversion rate by 25% through in-depth product walkthroughs.

11. CRM & Lead Management:

> Maintained accurate records in CRM software, followed up on leads, and converted 30% of prospects to buyers.

12. Sales Target Achievement:

> Consistently met or exceeded monthly sales targets, ranking among top 5 performers in the dealership.

13. Documentation & Delivery:

> Ensured proper handling of all customer documentation, RTO registration, insurance, and timely delivery of vehicles.

14. Promotional Events:

> Participated in roadshows, auto expos, and corporate displays to generate new leads and enhance brand visibility.

15. After-Sales Coordination:

> Collaborated with the service team to ensure customer satisfaction post-delivery, resulting in repeat referrals.

Site Engineer & Admin

► A J Construction, Mumbai

Mar 2023 – Nov 2023

- Organizing materials and ensuring sites are safe and clean
- Preparing cost estimates and ensuring appropriate materials and tools are available.
- Providing technical advice and suggestions for improvement on particular projects
- Diagnosing and troubleshooting equipment as required. Negotiating with suppliers and vendors to ensure the best contracts

- Authorizing technical drawings and engineering plans. Drawing up work schedules and communicating any adjustments to crew members and clients.
- Gathering data, compiling reports and delivering presentations to relevant stakeholders.
- Delegating tasks and scheduling meetings and training sessions where required
- Completing quality assurance and providing feedback to the team
- Purchase order(PO) creation, Vendor Code/Profile creation, Various service entry sheet preparation.
- Coordinate office activities and operations to secure efficiency and compliance to company policies
- Supervise administrative staff and divide responsibilities to ensure performance Manage agendas/travel arrangements/appointments etc. for the upper management
- Manage phone calls and correspondence (e-mail, letters, packages etc.) Support budgeting and bookkeeping procedures
- Create and update records and databases with personnel, financial and other data
- Submit timely reports and prepare presentations/proposals as assigned
- Assist colleagues whenever necessary

Automotive Technician Trainee - Mechanical

► **Maruti Suzuki Auto. Ltd, Khopoli**

May 2022 – Nov 22

- Perform routine automotive maintenance tasks, including oil changes, tire rotations, transmission flushes, air conditioner re-charges, front-end alignments, battery installations and headlight/taillight installations
- Maintain a working knowledge of current industry best practices in automotive repair
- Conduct extensive diagnostic procedures to determine the sources of customers' problems and provide accurate repair recommendations
- Inspect vehicles according to the state's requirements for emissions and safety Conduct necessary repairs and take vehicles for test drives to verify soundness Maintain legible and accurate paperwork for both the customer and for our records
- Clean and maintain the work environment to ensure equipment longevity and workplace safety

SKILLS (TECHNOLOGY / FUNCTIONAL)

- Advisory service
- Automotive maintenance & repair
- Evaluation
- Car service and inspections
- Teamwork | Work Management | Critical Thinking | Supervision | Situational Awareness | Team Building
- Equipment and System Calculations

LANGUAGES

English, Marathi, Hindi

HOBBIES

Listening to music and playing games,

COMPUTER KNOWLEDGE

Microsoft Office - Word/ Power Point/ Excel