

Stephen Jebaraj

CURRICULUM VITAE

Flat No. 803, A Wing, Eco Winds, lake Road, Bhandup (W), Mumbai- 400 078.

Completed my basic qualification H. S. C. from Mumbai University in 2002.

Computer knowledge:-

Completed certified course in Hardware Maintenance with Internet Networking & Multimedia in Sept. 2002 from Government Polytechnic Mumbai.

Technical Knowledge:-

Completed Diploma in Automobile Engineering from Institute of Management and Technical Studies in April 2007.

Professional Experience:-

Continental Hyundai from June 2002 to April 2004, 2 years

Nature of job as a Sales Executive to attend the walk in and out bound Customers making cold calls, attaining sales campaign in order to increase the Sale and making data of interested customers for follow up.
Visiting nearby small dealers and agents.

Papu Auto Garage from May 2004 to Feb. 2011

Responsibility as workshop in-charge, maintaining account books, passing bills for the parts used and miscellaneous expenses as per the requirements of vehicles. Giving quotations to the customer after inspecting the vehicle deciding the delivery time claim of insurance if any applicable. Handling day to day works and running jobs. Making monthly accounts sheets. Taking care of denting and painting work of vehicle and following the work till completion.

Control Union Certification from March 2011 to April 2012

Worked as assistant to certify and sampling in-charge responsible for entering data of the client as per the inspection report in trace net. Preparing quotation of the inspection charges and certificate as per Government norms. Coordinating and sending mails to client as per requirement and notice for renewals. Responsible for the samples collected during inspections in order to send from the labs for testing and maintaining test reports as per the clients and raising invoice to client. Selecting the labs as per government terms and Accreditations required for testing. Making payments to lab maintaining records of samples inward and outward details maintaining test reports as per their validity and making regarding the same to clients. Responsible for dispatching the test

reports to concerned clients. Responsible

for the certification of the client by cross verifying the inspection report sampling report and their payment details before issuing certificate for export.

D. H. L. Lemuir logistics Pvt. Ltd, from June 2012 to November 2018

As AFR Senior Process Associate in Import and Export.

Shriram Wealth Architecture/Capri Solution From Dec 2018 to 10 October 2020

As Administrator.

Exodus Wheels as Showroom Incharge from June 2021 to Jan 2022.

Responsible for delivering sales and service activity and good notes.

ALEX EXPORTERS (Manager, Admin head) – Tirunelveli, Tamilnadu. (Feb 2022 to Sep. 2023)

Responsible for day today office activities from system to rosters works with smoothly visiting sites and conduct inspection as per company norms, Co-ordinate with vendor and agents purchase of stationary and other materials as per standards. Overall take care of office management.

Currently Working with Allied Commandos as a Rounder Oct. 2023.

Personal Details:-

Date of Birth: - 13- Nov.-1984

Marital Status: - Married

Nationality: - Indian

Mobile no.:-9080879350.

E- Mail I.D.: steive89@gmail.com Hobbies:-

Listening Music, Reading books, Travelling etc.

Place :-

Date :-

(Stephen Jebaraj)