

VAISAK T

@ vaisak555@gmail.com

7034987611



Objective

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately.



Experience

BRD Car World

April 2025 - Present

MIS Coordinator / Management Trainee

Assisting Managers with their works.

Preparing and Submitting Scorecards, Asking rate, Productivity of Dealership and other reports on daily basis.

Proper Communication with service team and ensure repair works are done accordingly.

Closing and Billing of Job cards.

Preparing and Billing of CCP, MCP (customer packages).

KTM Popular Motors

Aug 2024 - Dec 2024

Service Advisor

Opening and Closing of Job cards.

Assisting customers by explaining proper service works.

Make sure proper delivery if vehicles within committed delivery time.

Communication with Service team and Customers to make sure service is done properly.

Kerala Cars (Kairali Ford) Pvt Ltd (Ford Motors Dealership)

May 2022 - April 2024

Warranty Executive

Provide claims advice to clients, managing expectations and explaining claim processing time lines.

Gathered, recorded and distributed complete documentary evidence.

Escalated critical claims or complex situations for review.

Maintained detailed administration and office procedures to improve accuracy and efficiency.

MCP Ford Pvt Ltd (Ford Motor Dealership)

Oct 2020 - Jan 2022

Warranty Executive

Preparing and handling of warranty works and claims

Ensure Warranty Claims are submitted within time period.

Scrapping and transporting of old warranty parts.

Royal Enfield Pinnacle Pvt Ltd

Jan 2019 - Dec 2019

Service Advisor

Assisting Customers with explaining proper service and repair works.

Communication with service team to make sure customer concerns are noticed.

Opening and closing of Job cards.



Education

International School of Skill Development

Diploma in Warehouse and Procurement Management

75.57



PRIST University

2014 - 2018

B.Tech Mechanical Engineering

8.0



Council for Technical Development Continuing Academic Educational and Scientific Studies (CTDS)

Diploma in MEP

A



St Aloysius HSS

Higher Secondary

7.5



Paramekkavu Vidya Mandir

SSLC

6.9



Skills



Good Communication



Quick Learning



Time Management



Customer Relations



Knowledge of Microsoft Office Tools



Decision Making



Projects



Main Project

Analysis and Fabrication of Improved Wood Burning Stove.



Mini Project

Manufacturing and Design Concept of Improved Wood Burning Stove.



Languages



English - Fluent



Malayalam - Native



Hindi



Tamil



Personal Details



Date of Birth - 17/12/1995



Passport - Y4398055



Driving Licence - 8/6995/2014



Native - Indian



Permanent Address - Thundathil House P.O Eravimangalam, Kunnamkatukkara, Thrissur, Kerala



PIN Code - 680751



Declaration



I hereby certify that the above given data are true and correct to the best of my knowledge and belief.



Vaisak.T