

# ADITYA PRATAP

## WORKSHOP MANAGER



## PROFILE

I am a workshop manager at Attractive Automobile LLP - TVSM. My key responsibility highlights expertise in leading workshop operations through efficient task management, budget control, and team leadership. Key skills include ensuring high-quality workmanship, managing customer relations, and driving performance metrics while maintaining safety standards and staff development. Strong blend of technical knowledge and management ability to optimize daily activities and achieve business goals.

## CONTACT

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Silver City Nowgong Dist.  
Chhatarpur (M.P.)-471201

## EDUCATION

### Graduation -2022 MGCGVC SATNA

- BSc.-Mathematics
- 1st Division

### Polytechnic -2013 RGVP BHOPAL

- Diploma in Mechanical Engineering
- 1<sup>st</sup> Division

## SKILLS

- Project Management
- Public Relations
- Teamwork
- Time Management
- Leadership
- Critical Thinking

## LANGUAGES

- Hindi
- English

## REFERENCE

**Sunil Lodhi**  
Center Head (Pratham Skilling)

Mobile No: 7999680945

**Amit Barman**  
Placement Coordinator  
(Pratham Skilling)

Mobile No: 8349666458

## WORK EXPERIENCE

### Pratham Education Foundation

Academic In-charge (Automotive Program) FEB 2019 - APRIL-2025

#### Key Responsibilities

- Curriculum Development
- Program Management
- Faculty Management
- Quality Assurance
- Budget Management

#### Additional Responsibilities

- Strategic Planning
- Accreditation and Certification
- Faculty Development
- Industry Engagement
- Program Evaluation

### ICA Edu Skill Pvt. Ltd.

Automotive Trainer Feb 2018 - Jan 2019

#### Key Responsibilities

- Training and Development
- Practical Training
- Assessment and Evaluation
- Industry Liaison
- Equipment Maintenance
- Student Guidance

#### Additional Responsibilities

- Staying Updated with Industry Trends
- Developing Training Materials
- Mentoring
- Feedback and Improvement

### Jatashankar TVS Motors

Sep 2016 - Jan 2018

Workshop Manager

#### Key Responsibilities

- Technical Oversight
- Workshop Operations
- Quality Control
- Inventory Management
- Customer Service
- Quality Assurance
- Team Management

#### Additional Responsibilities

- Prepare and submit workshop reports (e.g., productivity, quality).
- 2. Maintain records (e.g., job cards, warranty claims).
- 3. Assist with warranty claims processing.

### Gangotri Motors (Nishan Motors)

Floor Supervisor

Feb 2016 - Aug 2016

#### Key Responsibilities

- Supervising Technicians
- Job Allocation
- Quality Control
- Customer Communication
- Customer Service
- Workshop Efficiency
- Safety Protocols
- Inventory Management
- Performance Evaluation
- Issue Resolution

#### Additional Responsibilities

- Training and Development
- Process Improvement.
- Team Leadership

## **Certification and Training in Automobile Sector to Gain Updated Skills**

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- I have completed TTT Program Preventive Maintenance & Repair by ASDC is Organizing HMCL Area Learning Center Lucknow.
- I have completed Advance Training in TVS PTC Center Bhopal.
- I have completed Basic Training in TVS Motors.
- I have completed Online Two-wheeler BS6 Advanced Training by ASDC is organizing Mechanik TV.
- I have completed Online Basic of Automobile, Basic Electricity & Measuring Tools Training by ASDC is organizing Eicher Motors
- I have completed 1 Week Online Training Digital Trainers. Conducted by Pratham Education Foundation.
- I have completed 3 Days Online learning series Electrical Vehicle. Conducted by Auto Institute.
- I have completed BS6 Online Training TATA MOTORS 3.3 L BS 6 Engine , 497 SPCR BS6 Engine , Ace 750 Diesel , 5.0 L BS 6 Engine , 2200 CC BS 6 Engine, ACE 750 Petrol , Training on Atulya 6.7 Ltr., Training on Ashwamedh 5.6 Ltr. , Training on BSVI EMS and Electrical System. Conducted by SLS Lern. Deliver Service Training Center (TATA MOTORS).
- I have attend online workshop Engine Management System, Diesel Particulate Filter In BS-VI Technology, EV Battery Recycling Technology ,Gasoline Direct Injection System, Regenerative Braking System ,Fundamentals of Lubrication System, Automotive Body Designing Process, Kinetic Energy Recovery System in EV Conducted by Skyy Rider Institutions.
- I have completed Online Course Commercial Vehicle Driver – ASC/Q9703 (NSQF Level 4) By ASDC.
- I have completed Online Course Showroom Hostess/Host – Auto Dealership (ASC/Q1103) By ASDC.