BILAL ASHRAF KHAN

Contact No.: +91-9161675505

E-Mail:- [bilalashrafkhan7196@gmail.com](mailto:bilalashrafkhan7196@gmail.com)

# OBJECTIVE

Ambitious for Automobile with **05 Years** of hands-on experience, verifying transaction information. Diligent and meticulous professional commend quickly and accurately learning new procedures. Excellent reputation for resolving problems and driving overall operational improvements.

**Skill**

**-AutoCAD (2D/3D) -ASE -Customer Service -**

**-ABS -CSI -Alignment Machine**

**-Maintenance Service -HVAC -Wheel Bearings**

**-Safety equipment -Motor Vehicle --Mechanical problems**

**-Basic computer -soft skills -MS office (Excell, Word, ppt etc.)**

# Employment History

* I am working in **Abdul Hakeem Al odhaib alignment company,** as **Car Inspector, Riyadh from May 2023 to present.**
* Worked in **GVK EMRI as a Repair Maintenance Team from Sep 2020 to Feb-2021.**
* Worked in **Bright 4 wheels** from **Aug-2018** to **Aug-2020**

# WORK EXPERIENCE

**Company Name:** **Abdul Hakeem Al odhaib alignment company.**

Position: **Car Inspector**

**Role & Responsibility:**

* Perform comprehensive multi-point inspections on a variety of vehicles to assess mechanical, structural, and cosmetic condition.
* Utilize diagnostic tools and equipment to identify potential issues, wear, tear, and defects.
* Document all findings accurately and efficiently, including necessary repairs, maintenance, and safety concerns.
* Ensure all inspected vehicles comply with dealership standards, manufacturer specifications, and safety regulations
* Collaborate with service technicians to facilitate timely and effective vehicle reconditioning.
* Maintain a clean and organized work environment.
* Vehicle Inspection: Multi-Point Inspections, Pre-Purchase Inspections, Post-Repair Inspections, Quality Control
* Technical Proficiency: Diagnostic Tool Operation, Automotive Systems Knowledge (Engine, Transmission, Brakes, Suspension, Electrical, HVAC)
* Documentation: Detailed Reporting, Digital Inspection Systems, Inventory Management.
* Compliance: Safety Regulations, Manufacturer Standards, Dealership Protocols.

**Company Name:** **Bright 4 wheels’ sales Pvt. Ltd**.

Position: **Service Advisor**

**Role & Responsibility:**

* Ensure all the Customer requested jobs are carried out on the vehicle.
* Check the vehicle history before preparing the Repair Order.
* Ensure the entire vehicle is delivered on time.
* Ensuring high-quality service work.

**Company Name:** **GVK EMRI.**

Position: **Repair Maintenance Team**

**Role & Responsibility:**

* Responsible for the Repair & Maintenance of Tata and Force Vehicles in two District (Rampur/Sambal).
* Planning New Dealers/Vendors as per company Requirements to Onboard.
* Monitor & Coordinate with Dealers/Vendor Operations & Developments Plan to reduce the work delays or Incomplete Job.
* Conduct Technical Investigation & Submit Reports.
* Pre & Post Diagnose of Vehicles before handing over the New Partner.
* Analysis & Report on Productivity, Efficiency & Utilizations workshops wise.

**License:**

Indian Driving license Id number- UP32A20230003675 validity till **2038**

Saudi Arab Driving license Id number- 2550095166 validity till **2026**

# EDUCATIONAL QUALIFICATION

|  |  |  |  |
| --- | --- | --- | --- |
| **Course** | **University** | **Stream** | **Year** |

|  |  |  |  |
| --- | --- | --- | --- |
| 3-year Diploma | Uttar Pradesh Board of Technical Education (UPBTE) | Mechanical Engineering | 2018 |
| Matriculation | CBSC. Board | Science | 20014 |

# Language:

# -English -Arabic -Urdu

# Project

* Completed four weeks Summer Training in 1st year of Diploma from **UPSRTC**, Lucknow.
* Completed six weeks Summer Training in 2nd year from **Locomotive workshop**, Lucknow.

# Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

**PLACE:**

**DATE-** (Bilal Ashraf Khan)