

WESLY JAYAKODI



E-mail

wesly909@gmail.com

Phone

9788788568

Address

No 84 ASHOK NAGAR
WEST
KAVUNDAMPALAYAM
COIMBATORE -641030

SKILLS

PROBLEM SOLVING



TIME MANAGEMENT



WARRANTY ADMINISTRATION



PRODUCT KNOWLEDGE



TEAM WORK



CUSTOMER SATISFACTION



LANGUAGES

TAMIL

ENGLISH

MALAYALAM

ACHIEVEMENTS

GOLD MEDALIST IN KARATE

RUNNERUP IN FOOTBALL (SCHOOL
LEVEL COMPETITION)

INTERESTS

COOKING

OBJECTIVE

To enhance my professional skills, capabilities and knowledge in an organization which recognizes the value of hard work and trusts me with responsibilities and challenge

REFERENCE

02/06/2017 | SERVICE ADVISOR

02/06/2019 JAI KRISHNA AUTOSALE PVT LTD

Greet customers and offer excellent customer service from intake to release of their vehicles Determine and diagnose car issues based on customer description and vehicle condition Translate customer-reported problems to actionable work orders for technicians to complete Order necessary parts from suppliers and double-check that they are delivered to technicians Ensure that automotive work provided to customers meets company quality standards Invoice and collect payment from customers for services rendered Handle and resolve customer complaints regarding services Maintain customer records and enter data into computer database

03/06/2019 | SERVICE ADVISOR

03/06/2022 TVS SUNDARAM HONDA

Greet customers and offer excellent customer service from intake to release of their vehicles Determine and diagnose car issues based on customer description and vehicle condition Translate customer-reported problems to actionable work orders for technicians to complete Order necessary parts from suppliers and double-check that they are delivered to technicians Ensure that automotive work provided to customers meets company quality standards Invoice and collect payment from customers for services rendered Handle and resolve customer complaints regarding services Maintain customer records and enter data into computer database

01/08/2022 | CSR

01/08/2023 WITZONE TECHNOLOGIES

Handling a large volume of inbound and outbound calls for hospitals, medical offices, clinics, insurance companies, and nursing homes, include patient intake paperwork, setting appointments, sending and receiving correspondence, data entry, and maintaining referral files , Authorization and Details.

01/09/2023 | OPERATION MANAGER

13/10/2024 LAKSHMI TRANSPORT SERVICES

planning, coordinating, and controlling all activities related to the production and distribution of goods, ensuring efficient resource management, and timely delivery to customers. Choosing the right transportation methods and routes. Tracking shipments and ensuring timely delivery. Managing logistics processes, including warehousing, inventory management, and delivery.

SURFING IN INTERNET

CRICKET

CHES

14/10/2024 | SERVICE ADVISOR

26/02/2025 SGA CARS SKODA

Greet customers and offer excellent customer service from intake to release of their vehicles Determine and diagnose car issues based on customer description and vehicle condition Translate customer-reported problems to actionable work orders for technicians to complete Order necessary parts from suppliers and double-check that they are delivered to technicians Ensure that automotive work provided to customers meets company quality standards Invoice and collect payment from customers for services rendered Handle and resolve customer complaints regarding services Maintain customer records and enter data into computer database

EDUCATIONS

2017 | ARJUN COLLEGE OF TECHNOLOGY

B. E. MECHANICAL ENGINEERING

70%

2014 | CHRIST THE KING POLYTECHNIC COLLEGE

DIPLOMA IN MECHANICAL ENGINEERING

70%

2011 | JAYCEE HR SEC SCHOOL

SSLC

71%



WESLY JAYAKODI