
CURRICULUM VITAE

TANVEER KHAN

MALAVNI GATE NO.07
COLECTOR COMPOUND,
BEHIND GOVERNMENT SCHOOL,
MALAD (W).
EMAIL ADD--- tanveer.k.khan786@gmail.com
CELL NO:- 9653294315

Objective

To work in an organization that provides learning, growth and stability. To become a committed professional having a qualitative and a result oriented approach towards the set objective of an organization

Educational Qualifications

- 10 Pass by Mumbai board at 2003.
- 12 Pass by private board by Mumbai at 2005.
- I.T.I done by DisealMec in M.P. at ITI Jhansi institute at 2006 to 2007.
- Diploma in Mec of 2 Year in Sikkim university .

Proficiency Computer

- **MS OFFICE:-** MS Word , MS Excel , MS PowerPoint , MS Access.
- INTERNAT SUFFERING WITH GOOD KNOWLEDGE
- BETTER TYPEING SPEED

Job Work Experience

- **CURRENTLY WORKING AS CAR EVALUATION ENGINEER FOR CARS24 TILL DATE FROM LAST 4 YEAR**
- **FROM 3 YEAR WORKING IN FORD INDIA PVT LTD AS SERVICE ADVISOR IN BODYSHOP DEPT IN (SAMADHIYA FORD) GWALIOR.**
- **WORKED IN BHAVNA FORD FOR 4 YEAR AS A SERVICE ADVISOR IN BODY SHOP DEPT.**
- **WORKED IN TORRID FIAT 26 MONTH AS A BODYSHOP ADVISOR.**
- **WORKED IN RITU NISSAN AS AN ASST BODYSHOP MANAGER FOR 2.5 YEARS.**
- **WORKED IN TRUEBIL AS AN REFURBISH PLANNING ASSOCIATE FOR 5 MONTHS**

ROLE & RESPONSIBILITY

- **GREETING CUSTOMER .**
- **CHECK THE VEHICLE ALONG WITH CUSTOMER**
- **TAKE A PROPER INVENTORY OF CAR. AND TOLD CUSTOMER IF ANY VALUABLE THING IS IN YOUR CAR PLEASE TAKE OFF IT.**
- **GIVE THE APPROX ESTIMATE COST OF REPAIR .**
- **TAKE A DOCUMENT OF A CAR FOR A CLAIM PROCESS.**
- **REPAIR WORK APPROVAL TAKEN BY THE CUSTOMER AFTER SURVEY DONE OF HIS CAR. BY A (MAIL OR SMS).**
- **GIVE FOLLOW UP TO THE CUSTOMER FOR A STATUS OF HIS CAR.**
- **IF REQUIRED A PRE APPROVAL THEN TAKE A CUSTOMER APPROVAL .**
- **READY THE CAR BEFORE CUSTOMER ENTERED IN WORKSHOP.**
- **CONTROLLING FRONT OFFICE**
- **TAKING REPORT FROM SERVICE ADVISOR.**
- **MAKING ACTION PLAN FOR THE BODYSHOP TEAM FOR LABOUR & PART .**
- **TRACKING THE CUSTOMER COMPLAINT AND RESOLVE AS SOON AS POSSIBLE.**
- **MANAGE THE PRODUCTIVE INCLUDING WITH JOB QUALITY .**
- **MANAGE THE PART & VENDOR PRODUCT .**
- **AIMING A GOOD BILL FOR PER DAY.**
- **TAKING CARRYING OF INSURANCE SURVEY REGARDING FOR ESTIMATE OR ANY MAJOR CASE.**
- **MANAGE THE FLOOR STAFF INCLUDING WITH DENTER & PAINTER FI**
- **WORKING HARD TO AIM THE TARGET AND ACHIEVE IT .**

TRAINING ATTEND

- SERVICE ADVISOR TRAINING IN FORD AS ATTEND IN DELHI HARPREET FORD.
- SERVICE ADVISOR ROLE AND RESPONSIBILITY TRAINING IN MOHALI AT BHAGAT FORD FOR 5 DAYS.
- SERVICE ADVISOR TRAINING OF TECHNICAL ATTEND AT DELHI FOR 3 DAYS AT HARPREET FORD.
- NEW FORD FIESTA TRAINING IN CHEENAI FOR 1 DAY.

Assets

- Discipline
- Hard Work
- Honesty
- Determined
- Creative

Personal Log

- *Father's Name* : *Mr.Rafiq khan*
- *Date of Birth* : *24-09-1985*
- *Nationality* : *Indian*
- *Sex* : *Male*
- *Marital Status* : *Married*
- *Languages Known* : *English,Hindi*
- *Permanent Address* : *MALVANI GATE NO.07 COLECTOR COMPOUND, BEHIND GOVERNMENT SCHOOL, MALAD (W).*
- *Telephone No.* : *9653294315*

HOBBIES

- ♣ Cricket .
- ♣ Listening Music.
- ♣ driving

TANVEER KHAN

Date:- / / 2025

(MUMBAI)