

SANDEEP

Luxury Automobile Operations Specialist

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Highly skilled Automobile Operations Professional with over 9 years of experience. Expert in end-to-end **RC Processing, RTO Documentation, DMS Management, and Warranty Claim settlements**. Proven expertise in optimizing workshop service flows, job card management, and financial reconciliations for top brands like Sonalika and Mahindra.

CORE EXPERTISE

RC & RTO Expert | DMS Operations | Warranty Claims | Job Card Management | Store & Inventory
Cash & Billing Control | MS Excel | Client Relations

PROFESSIONAL EXPERIENCE

Service & Operations Executive (Current Role)

April 2026 - Present

Sonalika Dealership

- Leading end-to-end **Vehicle RC (Registration Certificate)** and RTO documentation.
- Managing **DMS Operations**, Service scheduling, and high-volume **Job Card creation**.
- Handling **Warranty Claim** submissions, spare parts inventory, and store management.
- Overseeing daily **Cash Handling**, billing, and financial reconciliations with 100% accuracy.

Store & Operations Executive

(2 Years Experience)

Mahindra Dealership

- Managed **Vehicle RC Processing**, RTO coordination, and insurance documentation.
- Handled **DMS operations, Warranty claims**, and inventory control for the workshop.
- Coordinated service-to-delivery workflows to ensure seamless customer experience.

Senior Administrative Manager

(5 Years Experience)

Healthcare Sector

- Managed administrative operations, digital record keeping, and billing systems.

EDUCATION

Bachelor of Commerce (B.Com)

Manav Bharti University (2015)

Higher Secondary (12th) - Commerce

CBSE Board | Result: 77%

I hereby declare that the information provided above is true to the best of my knowledge.