

# Résumé



## Muhammad Anas

Mobile: +91 8547221148  
Nationality: India

Email: anas\_engnr@yahoo.com

### **OBJECTIVE**

I am a qualified **Automobile engineer**. Being an energetic and hardworking professional, I have a four month experience as Workshop Floor Supervisor. After which I joined sales team for Ashok Leyland ICV. Since then, I have developed a strong interest for sales and marketing department. In future I would love to be a senior officer in the same.

### **PROFESSIONAL EXPERIENCE**

#### **1) SALES EXECUTIVE TRAINEE**

##### **DURATION**

#### **TVS & SONS PVT LTD**

##### **KANNUR**

**NOV 2015 TO PRESENT**

#### **• Job Profile.**

- Listening to customer requirements and presenting appropriately to make a sale.
- Maintaining and developing relationships with existing customers.
- Cold calling to with potential customers to develop new business.
- Responding to incoming email and phone enquiries.
- Negotiating the terms of an agreement and closing sales.
- Gathering market and customer information.
- Negotiating on price, costs, delivery and specifications with buyers and managers.
- Challenging any objections with a view to getting the customer to buy.
- Advising on forthcoming product developments and discussing special promotions.
- Recording sales and order information.

#### **2) Workshop Floor supervisor**

##### **Duration**

#### **Apco Automobiles Pvt. Ltd.**

##### **Head Office, Kozhikode**

**Feb 2015 to May 2015**

#### **Job profile**

- Ensure the workshop is managed effectively and efficiently.
- Diagnose the customer vehicle for complaints and advise on repairs.
- Ensure the service quality before vehicle is being delivered back.
- Plans daily activities of the workshop.
- Receives and recording all incoming and outgoing jobs.

- Conducts professional repairs.
- Stores and monitors the workshop tools.
- Updates clients of the status of their repair jobs through written reports or by telephone.
- Give information regarding preventive maintenance.
- Conducts training sessions.
- Handle available manpower in the workshop for maximum productivity and efficiency.
- Make sure workshop equipment, tools and Floor is kept in clean and safe order.
- Report and order for any requirement of spare parts.
- Report any further requirement of manpower. workforce.

### **Trainings Received**

- SAE India Automotive workshop at college.
- Sales Soft skills training from TVS & Sons Pvt. Ltd.

### **ACADEMIC / TECHNICAL QUALIFICATION**

#### ▣ **B.Tech in Automobile Engineering -**

CGPA 6.42 - From Kerala University, Trivandrum-

- #### ▣ **Higher Secondary Education -** Aggregate percentage of 81% - M.E.S Bava school (affiliated to CBSE) – Attended Classes of Physics, Mathematics, Chemistry, Computer science, English

### **Academic Project and Seminars**

1. Project: Vibrational analysis on Conventional ladder chassis to reduce vibrations and improve riding comfort.
2. Seminar: Flywheel Batteries

### **Computer & Other Skills**

- **Microsoft Office (MS Word, Excel, Power Point)**
- Internet & E-mail Communication
- **Pro-E wildfire (CAD based)**
- **Knowledge in concepts of Occupational Health and Safety.**
- Computer Hardware and Networking

### **References**

1. Rohith, Works Manager, Apco Automobiles pvt. Ltd. Mob: 8111888501
2. Renju Raghunath, Sales Manager, Tvs&Sons Pvt. Ltd., Mob:8113978640

**(Muhammad Anas)**