



# **BABAR ALI**



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To Contribute for the growth, of a progressive institution by utilization of knowledge and skill that. I have attained during the course of my academic career and to avail the opportunity for skill development & grooming.

□ Father's Name	Muhammad Asghar Ali
□ Date of Birth	01-02-1991
□ CNIC No	38403-4295640-9
□ Marital Status	Single
□ Nationality	Pakistani
□ Religion	Islam
□ Address	Paka Daira , PO Khas, Chak No 094/n.b District Sargodha

Metric	BISE Sargodha	2008
I.Com	B+	
B.Com	A+	
	AIOU Islamabad	

## **JOB History:**

**TOYOTA Automobile Limited,**

**FSD Pakistan 2008 to 2013**

**Body Shop Advisor**

**Service Warranty Executive**

**Mechanical advisor**

**Floor in charge**

### **Job Responsibilities:**

- Floor Service maintenance as well Mechanic.
- Handles Daily Vehicle maintenance & report.
- Handles customer's queries, properly in order to ensure their requirements.
- Handles daily work shop vehicle services with mechanics.
- Maintains a prospecting system to ensure Service Plan for achievement of service targets.
- Effective performance of Vehicle service in Works

**Honda Avenue ISB(Authorizes 3s Dealership)2013 to 2015**

### **Job Responsibilities:**

- Handle Daily Maintains service.
- Handles daily work shop vehicle services.

- Daily Service maintenance as well Mechanic.
- Handles customer's queries, As a Customer Relation Officer.
- Maintains service job card report.
- Effective performance of workshop service.
- Coordination with the customer and Workshop.

**Counter Attended (Responsible for all the activities of Counter Section )**

**Collection Of Bills, Source 1,2&3 and Gp Fund source and Make sure that all the formalities are attached**

**Entry of Bill on SAP software for token No**

**Entry of source on TR register**

**Entry Of Gp Fund source and Gp fund Register**

**Give Position Code and Application No to Source 1**

**Delivery Of Checks To the responsible person of all department after printing of the checks**

**Maintain counter file of the checks**

**Delivery of Payment sheet to National bank of Pakistan**

**Distribution of Monthly Salaries Check and employs list to all banks**

**Preparing Monthly report of counter section works**

**Audit of source and Bill in payroll Section**

**Suzuki federal motors(3S Dealership),Islamabad Pakistan 2015 to 2017**

**Auto Mechanic & Technical Service Advisor**

**Body shop assistant manager**

**Use car sale manager**

**Suzuki ig motors isb(7S Dealership)2017 to 2019**

**Service Warranty Executive**

**Recovery manager**

**Body shop manager**

#### **Job Responsibilities:**

- Floor Service maintenance as well Mechanic.
- Handles Daily Vehicle maintenance & report.
- Handles customer's queries, properly in order to ensure their requirements.
- Handles daily work shop vehicle services with mechanics.
- Maintains a prospecting system to ensure Service Plan for achievement of service targets.
- Effective performance of Vehicle service in Workshop.
- Maintains PDI Report.
- Handles warranty cases and report to Chinese management.
- Handles warranty Invoices.
- Maintains service job card report.
- Effective performance of workshop service.
- Maintaining Customer Relations.
- Coordination with the customer and Workshop.
- Should be able to work in a team.
- Spare Parts sales to customer.
- Prepared parts invoices.

**KIA MOTORS GREEN FIELD A GRW (3S DEALERSHIP) 2020 TO 2022**

- BODY SHOP MANAGER
- RECOVERY MANAGER
- MARKETING MANAGER

#### **Job Responsibilities:**

- Outdoor and indoor campaign

- Every week visit of makeet
- Handles Daily Vehicle maintenance& report.
- Handles customer's queries, properly in order to ensure their requirements.
- Handles daily work shop vehicle services with mechanics.
- Maintains a prospecting system to ensure Service Plan for achievement of service targets.
- Effective performance of Vehicle service in Works

#### **SUZUKI PREMIER MOTORS LHR (7S DEALERSHIP)2022TO2022**

- **SERVIS MANAGER**
- **RECOVERY MANAGER**
- **MARKETING MAMAGER**

#### **Job Responsibilities:**

- Outdoor and indoor campaign
- Every week visit of makeet
- Weekly micromanagement activity monitoring
- Monthly activity report

#### **Reports:**

Annual and monthly workshop service report.  
Annual and monthly Warranty reports.

oditer Spare parts company:

**Sales Executive& Warranty in charge**

**Brands: TAIWAN brands spare parts**

**Members of Company at Launching of parts.**

**Ensure that the spare parts Receive and forward in markets.**

**Maintain Customers ledgers'**

**Ensure full parts consumption report after and before.**

**Prepared parts invoices.**

**Direct sales of Spare Parts to customer.**

**Minimum Parts Stock balance & Report.**

#### **HAVAL SIALKOT GWM (3S DEALERSHIP)2022TO2024 CONTINUES**

- **SERVIS MANAGER**
- **RECOVERY MANAGER**
- **MARKETING MAMAGER**

#### **Job Responsibilities:**

- Outdoor and indoor campaign
- Every week visit of makeet
- Weekly micromanagement activity monitoring
- Monthly activity report

#### **Reports:**

Annual and monthly workshop service report.  
Annual and monthly Warranty reports.

oditer Spare parts company:

**Sales Executive& Warranty in charge**

**Brands: TAIWAN brands spare parts**

**Members of Company at Launching of parts.**

**Ensure that the spare parts Receive and forward in markets.**

**Maintain Customers ledgers'**

**Ensure full parts consumption report after and before.**

**Prepared parts invoices.**

**Direct sales of Spare Parts to customer.**

**Minimum Parts Stock balance & Report.**

#### **Reports:**

Annual and monthly Warranty reports.

- After Audit and sign of Superintendent and Account officer Entry Of source in SAP software

### **Reports:**

Annual and monthly workshop service report

### **Training:**

**Honda atlas company  
Body shop certified advisor .**

**Auto Technician.  
Pak Suzuki**

**Seiner Service Advisor Contest.  
Pak Suzuki**

**CRM (Customer Relation manager) Contest.**

**Expertise In:  
Microsoft Office  
Internet  
E-Mailing  
Web designing  
Microsoft excel**

### ***OTHER SKILLS***

- ❖ **Have good communication skills and able to maintain good interpersonal relationships.**
- ❖ **Knows how to meet the responsibilities and how to utilize the abilities.**
- ❖ **Optimistic, flexible, ambitious, hardworking, and energetic.**
- ❖ **Have the ability to work in teams and groups which has developed through my education, employment and other leisure activities.**
- ❖ **Have some good organizational and planning skills which enable me to meet different deadlines and targets.**

### **References:**