



ARUN ANIL KUMAR VASANTHA

ABOUT ME

Date of Birth : April 27, 1993
Nationality : Indian
Gender : Male
Driving License: UAE-manual
3, India-Heavy license
Marital Status : Married

CONTACT

Phone: +971 52 422 4001
Email: arunanilkumar6498@gmail.
Com
Address: Alkail Gate, Alqouz

SOFTWARE

MS Office
Orion System
Orion fleet

SKILLS

Language: Hindi, English,
Malayalam, Tamil

PASSPORT DETAILS

Passport No : X7177859
Renew Date : 20/03/2023
Expiry Date : 19/03/2033

CAREER OBJECTIVES

To excel in corporate career through consistent efforts, knowledge and experience and aid the organization in achieving its set objectives and goals while aiming for constant professional as well as personal growth.

Committed to operational efficiency and adept at working within a team setting to ensure all members are on the same page. Interested in continually pursuing additional education and learning more about the industry.

MY UNIQUE DIFFERENTIATORS

- 8years' experience in Customer service field in different position sales man & Driving

ACADEMIC QUALIFICATIONS

Bachelor of Business Administration, Madurai Kamaraj University, Madurai.

Technical Skills

- Tally
- MS Office
- Computer Fundamental
- Data Entry

PROFESSIONAL EXPERIENCE

IBS Software Solutions (India,kerala)

Dec 2021 - Jan 2023

TRAVEL DESK TEAM LEADER

Roles & Responsibility

- Manage day to day travel schedule
- Communicating with the person travelling regularly
- Communicate with cab drivers to inform assigned duties and destinations
- Manage emergency changes/cancellations
- Handle all incoming travel requests and the processes that follow after
- Handle visa applications and formalities promptly
- Update HR on travel/leaves to be properly recorded
- Take pick up and drop off duties by self in case of emergencies

Europcar Rent a car (Dubai)

Mar 2017 -Oct 2021

SERVICE CO-ORDINATOR

Roles & Responsibility

- Greeting customers and directing them to an available technician
- Consulting with technicians about needed repairs and alternatives that can be offered in place of expensive repairs
- Answering customer questions about service outcomes and consulting with technicians when necessary
- Informing customers about potential cost savings and warranty protections
- Assisting customer with deciding to fix their car through the dealership's shop or trading the vehicle in
- Overseeing and managing the service center's scheduling and workflow
- Informing customers of changes in service or when their vehicle is ready to be picked up

NEW VEHICLE RECEIVER AND SALE VEHICLE COORDINATOR

Roles & Responsibility

- Coordinate all agencies to deliver the vehicle at Al Aweer yard
- All the vehicles are cross checked with LPO(Chassis no)
- Runs a full detailed check up of vehicle
- Fixing of tracking device,salik ,number plate,service sticker
- Hand over keys to operation team

DRIVER (DEPARTMENT - RSA,AXA,RENTEL,GARAGE)

Roles & Responsibility

- Timely delivery of vehicle to customers.
- Maintains records of travel time and expenses for each trip.
- Inspects the cleanliness of the vehicle and confirms it has the food or drinks requested by the client.
- Schedules arrangements before trip.
- Performs other related duties as assigned.

AL- Mubarak Sewing Equipment Text TR LLC (Sharjah) *June 2015 – Mar 2017*

SALES MAN CUM DRIVER

Roles & Responsibility

- Greeting customers and directing them to the available sales person
- Overall, in charge for the Wholesale.

Rashtriya Swasthya Beema Yojana (Kerala, India)

Apr 2014 – May 2015

SUPERVISOR

Roles & Responsibility

- Attending customer for government related services
- Assigning job to the operator, cash collection, assigning technician to the customers.

DECLARATION

I hear by affirm that all the information in this document is accurate and true to the best of my knowledge.

ARUN ANIL KUMAR VASANTHA