

**SIBIN MATHEW**

Email: sbinmathew121@gmail.com

Mobile: +91 7902796844

Profile

Compassionate Automobile Mechanic with over 4 year experience of working in busy environments in private sector. Service-oriented and proactive nature .Proficient in handling emergency situations.

Goal and Objective

To obtain a position that would be sensitive to the needs of an experience mechanic, I wouldlike to get an employer, who is willing to utilize my knowledge and experience, as well my academic accomplishments. Accomplishment of my objective will be through the integration of working environment with the capabilities of organization on growth, diversi-fication and long term planning.

Professional Experience

Company Name	Department	Designation	Working Duration
Muthoot Honda(Cochi)	Spare	Spare Executive	From February 2020

Duties &Responsibilities:

- Having to communicate in a caring manner.
- Responsible for the co- ordination of the spare department regarding cleanliness.
- Distributing spare and billing.
- Responsible for arrangement of ware house.
- Being the main point of contact with customer and communicating on their be-half of office manager.
- Supervising and mentoring trainees.
- Carrying out administrative duties like updating and maintaining records.
- Assisting in vehicle service.

- Recording & reporting of work progress.
- Maintaining good rapport with team members.
- Promoted team environment by effectively identifying needs of other staff and assisting them.

Equipments Handled

•	Tool Box
•	Air pressure gun
•	Battery checking equipment
•	Air Compressor
•	Torque Range

Special Procedures Done/ Assisted

- Vehicle test driving.
- Customer vehicle servicing.
- Entering Vehicle Job Card and Billing
- Assisting Accountants.

Professional Registrations

- National Council Vocation Training For ITI.

Educational Qualification

Sr. No.	Qualification	Board/ University	YEAR	%
1.	S.S.L.C.	Government of Kerala Examination Board, India	2015	82
2.	+2(auto mobile)	Board of Vocational Higher Secondary Ex-aminations, Kerala, India	2017	72

Professional Qualification

Qualification	Name of the college	Board/ University	Year	%
ITI (MMV).	Mar Ivanios PVT ITI, Seethathode,Kerala State	National Council Vocation Training for ITI, Kerala	August 2019	92

Personal Details

Name : Sibin Mathew
Gender : Male
Date of Birth : 26th June 1999
Place of Birth : Kerala, India.
Religion : Christian
Father's Name : Mathew Mathew
Marital Status : Single
Nationality : India
Languages Known : English, Hindi, Malayalam & Tamil
Profession : Auto mobile and Driving
Permanent Address : Parampathu House
Vayyattupuzha P.O.
Pathanamthitta District,
Kerala - 689663, India.

References :

1. Mr. Bijoy Thomas
Office Manager
Muthoot Honda
Chittar ,Pathanamthitta
Mob : + 91 9447781913

Declaration:

I hereby declare that the information furnished above is true to the best of my knowledge and belief.

Place:

Date:

SIBIN MATHEW