



KRISHAN KUMAR

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Home: F-105 DDA FLATS NEW RANJIT NAGAR , 110008 NEW DELHI (India)

ABOUT ME

Professional with **12 Year of Experience** in **Customer Support Executive in Automobile, and Logistics Company**, I am expert in convincing people effectively I have been **Award** for **Best Technician**, Innovation ideas to setup new sales opportunities, ability to maintain excellent customer relation effective time management skills to meet deadlines, I am flexible in my working hours being able to work evenings and weekends. **I can increase my skills and become a valued member of the team.**

WORK EXPERIENCE

Working as EDP Executive last 2 Year

Overseas Logistics Pvt Ltd [28/07/2021 – Current]

City: NEW DELHI

Country: India

Manage and maintain previous and current data of branches
Managed back desk operations
Handled incoming and outgoing calls
Dispatched courier mails and maintained record
Handled client queries
Created daily reports.

7 Year Experience as a Technician in Galaxy TOYOTA Automobile Pvt Ltd.

Galaxy Automobile Pvt Ltd [01/09/2010 – 14/10/2017]

City: NEW DELHI

Country: India

Name of unit or department: Automobile Service Center - **Business or sector:** Wholesale and retail trade; repair of motor vehicles and motorcycles

Vehicle Repaired and serviced air conditioning, engine cooling, electrical, and heating etc.

- Time management
- Equipment repair
- All type service repairing maintenance
- Installed, tested, and adjusted sound systems
- Tore down, repaired, and rebuilt defective parts including braking, coolant, and steering systems

1 Year 6 Month Experience As a Sales Relationship Manager

Rohan Motors Ltd [20/01/2020 – 18/07/2021]

City: NOIDA

Country: India

Sales Representative is responsible for selling cars
Prepare and submit weekly sales reports to management
Meet weekly, monthly and quarterly sales quotas

A persuasive personality
Great networking skills
Verbal and written communication skills

**2 Year Experience As a Service Advisor in Ring Road HONDA
Sugol Motors Pvt Ltd** [26/10/2017 – 09/12/2019]

City: NEW DELHI
Country: India

Service Advisor works in a car dealership and acts as the liaison between customers and the service technician. Customer to determine their vehicle problems and the repair timeline and provides the technician with accurate repair.
Time management
Responsibilities include greeting customers,
Listening to requests
Estimating costs etc.

Part time job Delivery

UBER, WE FAST [10/07/2021 – Current]

City: Delhi
Country: India

Follow routes and time schedule

- Load unload prepare, inspect and operate a delivery vehicle.
- Ask for feedback on provided service and resolve clients complaint.
- Good driving record with no traffic violation

EDUCATION AND TRAINING

Mechanic Motor Vehicle

National Council For Vocational Training [06/08/2008 – 11/07/2010]

Address: Industrial Training Institute I T I Jahangir Puri , 110033 DELHI (India)

HIGH SCHOOL

CENTRAL BOARD OF SECONDARY EDUCATION [01/04/2007 – 30/03/2008]

Address: NEW RANJIT NAGAR NEW DELHI , 110008 DELHI (India)

INTERMEDIATE

National Institute of Open Schooling [05/04/2009 – 04/04/2010]

Address: A-64 JANAK PURI NEW DELHI, 110055 DELHI (India)

BASIC COMPUTER COURSE (BCC) MS OFFICE 2007 & Internet

Arora Typing center [01/10/2013 – 10/05/2014]

Address: Delhi , 110008 DELHI (India)

BACHELOR OF ARTS

UNIVERSITY OF DELHI [12/07/2012 – 08/06/2016]

Address: M6F5+VWV University road faculty of science , 110007 DELHI (India)

Website: <https://www.du.ac.in/>

LANGUAGE SKILLS

Mother tongue(s): **Hindi**

Other language(s):

English

LISTENING A2 READING A2 WRITING A2

SPOKEN PRODUCTION A2 SPOKEN INTERACTION A2

DIGITAL SKILLS

Microsoft Word / Basic training on basic computer skills / Outlook / Social Media / Facebook / 10 Key's / English Typing Speed 40 WPM.

HONOURS AND AWARDS

BEST TECHNICIAN AWARD

AUTOMOBILE COMPANY [01/11/2015]

Best technician of the month

DRIVING LICENCE

Driving Licence: AM

Driving Licence: B