

CURRICULAM VITAE

DHIRENDER SINGH

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CAREER VISION

Intend to build a career with leading corporate of hi-tech environment with committed and dedicated. Which will help me to explore myself fully and realize my potential willing to work as key player in challenging and creative environment.

RELEVANT EXPERIENCE

Present Working as workshop manager **Fleet Maintenance “ OM Logistics Limited. Delhi.”**

Role:-

- Vendor development for fleet truck spare parts & fleet deptt, accidental vehicle & GPS.
- Negotiate the rate and finalize the vendor at minimum cost after consultation with our hod.
- Source for suppliers / vendors or subcontractors when the need arises for all Fleet Locations.
- Inviting quotation from different vendor for purchasing goods and prepare comparative statement.
- Verify the bill of material according to in terms of P.O. / comparison.
- Follow up with vendor for timely delivery of material and completion of work at site.
- Keeping of all Purchase Records related to Fleet & GPS and making required reports manually or from Oracle.
- On -route and breakdown vehicle repairing and planing.

WORKSHOP MANAGER- (june, 2023- Feb 2024)

Working as workshop manager“ **velocity Automobiles Pvt Ltd. Gwalior MP**”
(DEALER OF VECV Volvo Eicher Commercial vehicles.)

WORKSHOP MANAGER- (june, 2018- April 2023)

Working as workshop manager“Surender Auto Enterprises Pvt Ltd,Mainpuri U.P”
(DEALER OF VECV Volvo Eicher Commercial vehicles.)

ROLE

- ❖ Managed daily operations of workshop to perform vehicle repairs and deliveries on-time.
- ❖ Visited client sites to attend vehicle breakdowns.
- ❖ Performed staff management and capacity planning operations.
- ❖ Maintained workshop safe and clean at all times.
- ❖ Performed staff recruitment, training, and performance evaluation activities.
- ❖ Performed vehicle inspection, maintenances and repair operations.
- ❖ Maintained adequate stocks of vehicle parts to avoid any shortages.
- ❖ Developed good relationships with customers for repeat business.Handling EOS call .
(Eicher on road services)
- ❖ Handling warranty process and accidental jobs.
- ❖ All Reports check and maintained eg. CSI,KPI and SAR or targets reports also.
- ❖ Take weekly meeting full staff as regular basis.

SERVICE MANAGER- (june, 2017- june 2018)

Working as service manager“RAJENDRA AUTO WHEELS PVT LTD FARRUKABAD”
(DEALER OF MAHINDRA & MAHINDRA LTD.)

ROLE

- ❖ Plan, Organize, lead and control total **service** center operations
- ❖ Set and Monitor realistic and achievable top line targets.
- ❖ Establish the facility requirement, manpower requirement and staff training targets.
- ❖ Maintain **Service** and Parts Coordination through regular meetings with Parts Incharge and Body Shop Incharge
- ❖ Conduct Weekly analysis of success matrix parameters (% adherence to promised time, TAT-Monitor & Medium & Major Jobs, % line item availability w.r.t. estimates, and labour utilization.
- ❖ Provide monthly performance results (total no. of vehicles, labour revenue, parts revenue and expenses) to the **Service** Head - Personal and Dealer Principal.
- ❖ Ensure efficient **service** center operations through providing adequate tools and equipment and smooth workflow as per standard operating procedure.
- ❖ Monitor complaint resolutions.
- ❖ Ensure customer confidence is enhanced through a clean and orderly **service** operation.

WORKSHOP/SPARES PARTS MANAGER- (june,2010-MAR,2017)

Worked as **Workshop/Spares parts manger in surender auto enterprises pvt.Ltd,bewar ,mainpuri.(DEALER OF VECV,VOLVO EICHER COMMERCIAL VEHICLES.)**

ROLE

- ❖ Processing responsibility for Warranty Claims etc.
- ❖ Checking of concern Dispatch warranty Material & their Tags.
Reconciliation through of DMS (Dealer Management System provide by VECV).
- ❖ Processing of any kind of MS- word, power point, excel's work.
- ❖ Processing of MIS (Management Information System).
- ❖ Responsible for Warranty & Coupon Account through EDCS Portal provide by VECV).
- ❖ Responsible for Accounting of SAP-04 (VECV Dealer Portal).
- ❖ Preparation all types of payments advise.
- ❖ Preparation of All types of Bills.
- ❖ Responsible for Spare Parts Stock Checking.
- ❖ Making contacts with customers for better business Relations.
- ❖ Processing responsibility for All Insurance Policy .

EDUCATION QUALIFACAION

- Graduation (B.A.) from CSJM university, Kanpur in 2009.
- Intermediate from CBSE Board, kvs ,Patiala cantt in 2006.
- High School from CBSE Board,kvs, Patiala cantt in 2004.
- MBA from SHAITS, Allahabad.
- PGDCA from SHAITS, Allahabad.
- CCC from NIELIT.
- ITI (motor mechanic vehicle) from Uttar Pradesh.

PROFESSIONAL SKILLS

- Microsoft Office Excel
- Microsoft Office Word
- Microsoft Office Power Point
- Adobe photo shop.

PERSONAL INFORMATION

FATHER NAME- ATAR SINGH

DOB-9th August, 1987

LANGUAGE- ENGLISH, HINDI & PUNJABI

MITRAL STATUS:MARRIED

ADDRESS- H.NO-85,AWAS VIKAS COLONY,CHHIBRAMAU

DISTT- KANNAUJ (U.P) 209721

HOBBIES

Reading Books
Internet Surfing

Solving Sudoku
Political Study

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

DHIRENDER SINGH

DECLARATION

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

(DHIRENDER SINGH)