



971 - 543676226



dsouzas243@gmail.com



Sharjah - United Arab Emirates,
Sharjah, 36588, United Arab
Emirates

ABOUT ME

To be part of a reputable Organization where I can sharpen My skills, to demonstrate my Knowledge as well and merely to Take part of the achievements of it by contributing my Capabilities and to excel what I can do more for the progress of the company itself to be on top and be the best among the rest.

SKILLS

Windows XP

Windows Vista

Windows 7

Windows 10

Microsoft Office

Orion

LANGUAGES

English, Hindi, Kannada, Konkani
and Tulu

Shailesh Merwin Dsouza

AUTO SALES EXECUTIVE

WORK EXPERIENCE

Counter Sales Executive

MOHAMMUD TAYYAB KHOORY AND SONS / Sharjah / May 2013 - Present

- Co-ordinate with Vehicle Service Department regarding Technical issues and supply of Necessary parts.
- Managing and administrating day-to-day function of the store.
- Managing large volume of orders, handing dispatchment and remittances.
- Preparing custom clearance document.
- Verify shipments against receipts.
- Provide Inventory Department updated Reserve List on Monthly Basis.
- Coordinate sales team by managing schedules, filling important documents and
- Communicating relevant information.
- Assist customers with selecting and identifying parts needed for a project.
- Communicate with customers and provide all the Technical information regarding parts.
- Advice customers about the right type of parts they need.
- Support customer relations by quickly responding to customer inquiries.
- Replenish orders as and when required.
- Manage cash and credit transactions.
- Wrap items for takeout orders.
- Work with the team lead for achieving the export sales target

Sales Executive

BHARATH AUTO CARS PVT LTD / India / Sep 2011 - Jan 2013

- Welcoming and appreciating prospectus customers.
- Talking with customers to understand their requirements and expectation of
- Conveying the superiorities of that car model over others available in the same format.
- Understanding the requirements of the customer and demonstrating their convenience
- Responsible for demonstration of cars such as test drives.
- Explains the operating features, warranties and paper work of car to the customer.
- Negotiating variations in price, delivery and specifications with sales manager.
- Work with the team lead for achieving the export sales target
- Recording sales and order information and sending copies to the sales office.
- Liaising with suppliers to check on the progress of existing orders.
- Representing your organization at trade exhibitions, events and demonstrations.
- Replenish orders as and when required and Manage cash and credit transactions.

Mechanic

MAHINDRA & MAHINDRA KARNATAKA AGENCIES / India

/ Jul 2010 - Sep 2011

DRIVING LICENSE

Driving license category

UAE - LMV

PERSONAL
DETAILS

Date of birth

17 June 1988

Nationality

Indian

Visa status

Employment Visa

Marital status

Married

- Responsible for repairing petrol engine emission systems and cleaning engine parts.
- Perform the tasks of handling preventive maintenance tasks by lubricating and repairing Petrol engine.
- Perform the tasks of testing defective parts and provide corrective actions, when required.
- Inspecting brake systems, steering mechanisms, wheel bearings, and other important parts to ensure that they are in proper operating condition.
- Perform routine maintenance such as changing oil, checking batteries, and lubricating equipment and machinery.
- Diagnose, repair and complete accepted service on customer vehicles as explained in work orders and the mechanical examination form using mechanized diagnostic equipment and other testing devices to make a diagnosis and isolate vehicle problems.
- Provided ongoing maintenance to ensure smooth and safe functioning of engine systems
- Inspecting and repairing brakes, chassis, engines, steering mechanisms and wheel bearings, as well as electrical, fuel injection and exhaust systems
- Checking the oil filters and replacing them if required. Ensuring that there is no problem exists in the engine or oil filters.
- Advice clientele and Associates on work performed, overall vehicle condition, and prospect repair requirements
- Operate companionship and customer vehicles in a clean and secure manner.

EDUCATION

Diploma in Mechanical Eng.

SNM Polytechnic - Moodbidri / Moodbidri, India / 2010

PUC

Sacred Heart PU College - Madanthyar / Madanthyar, India / 2007

SSLC

St. Paul’s high School Balkunje / Balkunje, India / 2004