

Muhammad Asad Ali

H#23, St#1, Humayoun Street
Near P/o Sardar Chappal Chowk
Bilal Gunj Lahore.
+923214833023
toolroom26@gmail.com



Summary

As an "Auto Mobile Tool Room Incharge," I can hold a crucial role in managing and overseeing the tool room operations within an automotive workshop or maintenance facility". My responsibilities might include: I am eager to learn new things for continuous improvement and highly accept challenges furthermore, I have great management skills working well, alone or with the group to achieve my role and responsibilities thus contributing to the company's growth, success and profitability. I have extensive knowledge with light and heavy machinery or equipment.

Basic Information

Father's Name:	HAJI ABDUL HANIF
Date of Birth:	30-12-1982
N.I.C No:	35202-3042632-5
Domicile:	Lahore
Marital Status:	Married
Religion:	Islam
Nationality:	Pakistani

Employment History and Experience

Toyota AirPort Motors.

August; 2010 to Continue

My duty as a Tool Room cum Store Incharge and My wheel of responsibility is including in following.

1. **Tool's Inventory Management:** Ensuring that all necessary tools and machinery are available and properly maintained. This involves keeping track of inventory levels, ordering new tools when needed, and arranging repairs or replacements for damaged or malfunctioning equipment.
2. **Tool's Distribution:** Assigning tools to technicians or mechanics as needed for various tasks and projects. I maintain a system for tracking who has which tools and ensuring they are returned or not promptly after use.
3. **Quality Control:** Verifying that all tools are in good working condition and meet safety standards. This includes regular inspections and testing to identify any issues or defects that could affect performance or safety.
4. **Training and Support:** Providing guidance and training to technicians on how to use tools safely and effectively. I might also offer technical support and troubleshooting assistance when technicians encounter problems with equipment.

5. **Budget Management:** Monitoring expenses related to tool purchases, repairs, and maintenance to ensure they stay within budgetary constraints. I might be responsible for negotiating contracts with suppliers to obtain favorable pricing for tools and services.
6. **Safety Compliance:** Ensuring that all tools and equipment meet regulatory requirements for safety and environmental standards. This involves staying up-to-date on industry regulations and implementing appropriate measures to maintain compliance.
7. **Process Improvement and Team Management:** Identifying opportunities to streamline tool room operations and improve efficiency. This could involve implementing new tools or technologies, redesigning workflows, or introducing training programs to enhance technician skills and favor of team.

Education

18 year's post Graduate Education Qualification as per following

Degree	Institute
Matriculation:	Govt. Muslim H.S no 2 Civil Lines Lahore.
Intermediate:	B.I.S.E, Lahore.
Graduation:	Govt. Islamia College Civil Lines Lahore.
Master:	University of the Punjab. (Lahore)
B. ED:	Allama Iqbal Open University.
BLIS:	Bachelor in Library and information Sciences

Computer

Certificate in Office Applications.

(Word, Excel, Power Point, in page, Internet & Data Entry)

Hobbies & Special Skills

- ✓ Urdu & English Typing Speed 40 to 50.WPM
- ✓ Good communication skills for contact with dealers and customer and maintain professional manner all the time.
- ✓ Able to meet deadlines without compromising on the quality of work.
- ✓ Knowledgeable in automotive dealer management system.
- ✓ Able to read and understand technical write up including vehicle actual repairs and maintenance

In view of the facts provided in the resume, I hope that you will give me chance. I assure you sir, which I shall perform my duties honestly, faithfully and leave no stone unturned for the prosperity of Esteemed Organization.

Reference Furnish Upon Request