

ingenia

CANDIDATE SUMMARY

Reference 4475

If this person appears suitable for a position within your company, please call 0191 4155010.

PROFILE:

- **We guarantee this candidate has been interviewed.**
- Has been in the motor trade for around 8 months and has experience of:
 - Landrover franchise.
 - Checking job write ups.
 - Coding/timing up job cards.
 - Checking parts are booked to jobs.
 - Invoicing.
 - Submitting claims.
 - Following up claim enquires/rejections.
 - Reconciling payments to claims.
 - Negotiating goodwill claims.
 - Liaising with customers regarding claims.
 - Liaising with dealership staff.
 - Dealing with manufacturer departments.
 - Monitoring data reports.
 - Auditing repair orders.
 - Analysing repair orders.
 - Ensuring service bulletings are adhered to.
- Confident with computers and has Pinnacle experience.
- Considers himself organised, flexible and reliable.

CAREER:

- 12/17 - Date - Warranty Administrator/Auditor - (Franchised dealership).
- 12/16 - 11/17 - Project Worker - (Housing group).
- 04/13 - 11/17 - Head of Security/Event Management - (Security company)[Part time].
- 11/07 - 06/16 - Assistant Advisor - Financial Assessor - Cus. Ser. Mgr - (Government body).
- 2006 - 2006 - Graduate Mortgage Advisor - (Mortgage advice company).
- 2005 - 2006 - Assistant Advisor - (Government body)[Part time].

TRAINING:

- Various Dates: - BA Hons in Law - (Certificates not seen).

PERSONAL:

- Status: Male, Partner, 1 Child.
- Resides: Middlesbrough area.
- Driving licence: Full.
- Interests include: Family, boxing, fishing, football and dogs.

POSITIONS OF INTEREST:

- Warranty Administrator/Service Advisor.

SALARY EXPECTATION:

- Min. £18k+.

CV may be available subject to candidate approval.