

VALON KRASNIQI

Date of Birth: 06. Sep.1997

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PROFILE

Loyal, reliable, hard working person with expertise in administrative field and practical work experience who seeks to contribute to, and further develop in a challenging role within a progressive institution.

PROFESSIONAL EXPERIENCE

Auto Service 'PRO AUTO' Ferizaj

Auto Mechanic

2017 - PRESENT

- Assures quality work is being performed by randomly verifying completed work orders
- Prioritizes work orders and distributes work among the team
- Performs computer work such as e-mails, spreadsheets, word processing, and internet parts research
- Performs other duties as assigned
- Being careful about detail and thorough in completing work tasks
- Maintains written records such as time sheets, work orders, quotes, project billing, etc
- Communicates bi-laterally with other area maintenance, central trades groups, as well as other DFM team members to coordinate work activities between groups.

Auto Service & Parts 'INTERTINI' Ferizaj

Auto Mechanic

2015 - 2017

- Perform routine maintenance such as changing oil, checking batteries, and lubricating equipment and machinery
- Perform other duties as assigned by manager or supervisor
- Frequently considers what the best way to do things and looks for ways to streamline and/or improve work processes
- Maintain company directed productivity, training development plan, and comeback performance levels
- Based upon certification levels, perform other various repairs and maintenance which may include
- Demonstrate proficiency in the repair and diagnosis of - with some assistance: Engines (gas, diesel,), Power train to include differentials, transmissions, clutches, drive shafts, wheels, Electrical systems including starters and alternators, HVAC systems, Steering systems, Electronics, Engine bolt on items such as , fan clutches, injectors, cooling system etc., Brake systems including ABS, Suspension systems (spring and air)
- Partner with Management to produce a safe and healthy work environment that complies with all local, state, and federal laws, as well as with company policies and procedures.

PART TIME

Auto Service “PERPARIMI” / Ferizaj – Kosovo

Auto Mechanic

2013-2015

- Operated the vehicles and understood the nature and magnitude of the malfunctioning.
- Inspected the automobiles and identified the parts that are causing the malfunctioning of the vehicle.
- Ensured that the malfunctioned parts are separated and replaced with newer and efficient parts.
- Repaired the defective parts by cleaning, rewiring, replacing parts, charging batteries, etc.
- Assembled the vehicle and cleaned the dust, dirt, or oil off the vehicle.

EDUCATION

High School ‘PJETER BOGDANI’ / Ferizaj – Kosovo

Branch: Auto Mechanic

Vocational Training Center / Prishtine – Kosovo

Branch: Auto Mechanic Certificate

SKILLS

- Being reliable, responsible, dependable and able to fulfill obligations
- The ability to quickly and repeatedly adjust the controls of a machine or a vehicle to exact positions
- Skill to perform complex problem solving by identifying complex problems and reviewing related information to develop and evaluate options and implement solutions
- The ability to quickly move your hand, your hand together with your arm or your two hands to grasp, manipulate, or assemble objects
- Possess basic computer skills, familiar with web/internet navigation, and willingness to learn and utilize new technology-based products as applicable
- Active listening skills by giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times
- The ability to see details at close range (within a few feet of the observer)
- Ability to monitor and assess performance of yourself to make improvements or take corrective action
- Ability to talk to others and convey information effectively
- Ability to manage one's own time effectively and efficiently