

**CURRICULUM VITAE**

**SYED**

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**Objective:** Seeking suitable position which will enable me to use my strong organizational skills, educational background and my ability to work well with people, to secure a better career path.

**Personal Details**

Date of Birth : 29/09/1982

Age : 30 Years

Sex : Male

Nationality : Indian

Marital Status : Married

**Academic Qualification :**

* **Higher Secondary** (1999) from Measi Matriculation and Higher secondary school, Chennai, India
* **Honours Diploma in Software Engineering**-HDSE (1999-2001) at SISI Computer Training Centre (Government of India), Chennai, India
* **Bachelor of Computer Application** ( 2001 – 2004 ) from Madras University ( Degree pending )
* **Diploma in Project Management** (Jan 2012) from Alison.com
* **Diploma in Human Resources** (Feb 2012) from Alison.com

**Additional Qualifications**

Skill Set:

Operating System : MS-DOS, WINDOWS 95/98/2000, Vista & 7

Languages : C, C++

Packages : MS-OFFICE 2000-2010

* Completed typewriting English (lower) in Department of technical Education, Government of Tamilnadu.
* Valid Kuwait driving license (Light).

**Experience:**

**Operations and Admin Manager –** Elahi Transports Chennai, India from Jan 2013 – Till Date.

Principal Accountabilities

• Overseeing the complete Transport operations by setting a foothold in the market under the guidance of the Line manager.

• Plan, organize and manage transportation staff to ensure that the work is accomplished in an efficient manner, consistent with Company objectives and requirements.

• To find cost­effective and operationally viable options for better management of the Company.

• Participate in budget process; Review operation for increased efficiencies and new streams of revenue.

• Supervise and support to staff working in the site locations.

• Conduct investigations in cooperation with government and law enforcement agencies to determine causes of transportation accidents and to improve safety procedures

• Ensuring prompt and accurate service for customer requests, and other transportation activities as required by the needs of the company and the customer base.

• Plays a key role in the research, development, procurement, and life cycle management of transportation related equipment and systems.

• Provide relevant on the job training to operational staff as and when required to update with changes in current processes.

**Hub Assistant Manager –** Parveen Travels Express lines from Sep 2012 – Dec 2012

Key Responsibilities – To ensure daily operational needs are fulfilled and to ensure complete customer satisfaction with optimum results. And to train and develop the subordinate team to achieve the company goals following the company’s protocol.

**Facility Supervisor** – In ANHAM Al Kuwait for Food Products from November 2010 – December 2011

Job Description: To address operational needs instantaneously and develop better management tools across the Transport Supply Chain through application of innovative ideas, processes and programs**.**

**Principal Accountabilities**

* Reviews orders, schedules, to determine work sequence and dates, type, volume, and destinations.
* Maintains the operational integrity of assigned area, ensuring processes are effectively established, followed, monitored and optimized.
* Support Line Staff in planning and establishing transportation routes, work schedules, and assignments and allocates equipment to meet transportation, operations/goals.
* Monitor measure and report on staff training and development plans and achievements within agreed formats and timescales.
* Recommend and implement measures to improve worker motivation and work methods.
* Interpret and ensure transportation & safety regulations, corporate policies and procedures to line staff.
* Escalates critical issues immediately to the Line manager to take the necessary corrective action.
* Meet with Line Manager periodically to discuss progress.
* Supports staff in their daily tasks.
* Provides a daily report to the Line Manager.
* Administer and coordinate the operations of the warehousing facility concerning the transport operations.
* Manage and schedule the shifts and employees for better Operational results.

**Transport coordinator** - in Agility-Transport (Formerly known as PWC logistics) from Sep 2004 – Oct 2010.

Job Description: To coordinate, organize and administer comprehensive on time vehicle delivery; conduct related site inspections; provide expert professional assistance to Fleet management staff in areas of expertise.

**Principal Accountabilities**

* Monitor, control and supervise the movement of vehicles on site.
* Arrange spare transport services during emergencies.
* Ensure proper allocation and staging of vehicles prior/during mission.
* Follow up on vehicles to prepare mission start.
* Ensure movement and refuelling of trucks.
* Collect and ensure validity of driver credentials and related documents.
* Prepare trucks for mission – AVL, Fleet Numbers, Temperature checks/labels.
* Log in/out truck details.
* Documentation – Registration, delivery notes.
* Requests and coordinates transport capability to facilitate mission movements.
* Coordinate with transport and related staff.

1. Direct delivery trucks to designated marshalling areas.
2. Coordinate with Sub contractors for related tasks.
3. Coordinate with transport and related staff.

**Specific Responsibilities**

1. Responsible for coordinating and ensuring availability of vehicles for mission.
2. Planning and timely arrangement of trucks.
3. Determine the most efficient means that accomplishes mission requirements
4. Prepares transportation movements documents and related forms.

Additional Responsibilities

* **Safety Coordinator**
* **HSE Committee member**

**Warehouse Team Leader** - In PWC Logistics (GL-PV) from March 2004 and Sep 2004.

Job Description: Responsible for supporting the supervisor in daily transactional activities and ensure the proper utilization of the assigned resources.

Responsibilities

1. Coordinates with Account Handlers to collect the RTS (Receiving Tally Sheet), provide the data sheet for new SKU(Store Keeping Unit) for system updating, Coordinate with Hatch to assign the dock, task delegation, document reconfirmation after receiving and return to Client Management.
2. Coordinates with Account Handlers to collect the pick ticket, log book updating, task delegation, assess the picking progress, and upon completion of the orders generate the delivery order and conduct the Quality Check (physical verification of the picked item).
3. Delegates the tasks to warehousemen according to the nature of the Put Away (Bulk item, Palletized item, bin items), ensures completion on job and interferes when required.
4. Receives the handover from the previous shift and provide the hand over upon shift completion.
5. Ensures proper maintenance of safety posters and signage, monitors and verifies checklist such as MHE daily cleaning checklist, Warehouse cleaning checklist in designated area, Environmental control log etc. To ensure the First Aid Kits are in place and replenish the same accordingly.
6. Motivates, guides and counsels the line staff, identifies the training need and verifies its effectiveness.
7. Any other related duties / projects assigned by the direct supervisor from time to time to meet the business exigencies.

**DECLARATION**

I hereby declare that above given information’s all true to the best of my knowledge and belief.