**Madhu**

**Madhu.372623@2freemail.com**

* **Career Objective:**
* To make a sound position in corporate world and work enthusiastically in a team to achieve goal of the Organization with devotion and hard work.
* **Work Experience:** 11 Years Completed in UAE.
* **Job Profile of Assistant Transport Manager**:
* Company Name : Transguard Group LLC
* Designation : Transport Supervisor (Property & Logistics)
* Period : Since August 2014 till date ( 1 Year )
* **Company Profile:**
* The Transguard Group, an Emirates Group Company, was established in 2001 and rapidly become renowned as the leading security services provider in the region. Since then the group has diversified significantly and is now an International Business Support Service Company and a leader in the fields of Facilities Management, Cash Management, Airport Services and Events Management, as well as maintaining its position at the forefront of the Security Industry.
* **Roles And Responsibilities:**
* Preparation of Annual Transport Budget (Drivers Salary Cost, Fuel Cost, Vehicle Hire Cost, Vehicle Permit Cost).
* Preparation of Monthly Cost Saving Report.
* Monitoring GPS Tracking System for Company Vehicles, Preparing Reports for Vehicle over speeding, Harsh Acceleration and Breaking Reports, Vehicle Ideal Reports.
* Creating and Updating New Routs in GPS System.
* Preparation of Periodical Fuel Cost, Maintaining Petty Cash.
* Maintaining Vehicle Salik Accounts and adding new Salik Tags, Updating the Salik Information and Recharging them every month.
* Maintaining Vehicle Agreement Copies and Keeping All Vehicle details up to date.
* Dealing with Issuing of New Fuel Cards and Cancellation of Existing Fuel Cards and Maintaining Fuel Cards List.
* Receiving Fuel Invoices from Suppliers and making fuel raw data, submitting them to Finance for Payments and segregating the fuel cost department wise.
* Preparing Fuel deductions based on the given limit of staff for every month .
* Preparing Attendance sheet and submitting to Payroll Department.
* **Job Profile of Transport Coordinator:**
* Company Name : Transguard Group LLC
* Period : Since 13th Feb 2013 To 31st July 2014(Above 1 Year).
* Planning and updating transport trips and Trip Tracking, also assigning the drivers to the specific locations.
* Make sure the driver shifts changes are carried out in a specific duration of time.
* Conducting the tool box meeting with the drivers and make sure the weekly reports are submitted in time according to the utilization reports.
* Conducting meeting with all the Business unit coordinators to settle any dispute issues regarding transport.
* Updating the drivers attendance, leave applications and also day offs.
* Maintain the vehicles records regarding mulkiya and agreements, Vehicles pass (DWC, Jafza and Sharjah) and notifying the office in case of any Expiry.
* Monitoring the vehicle kilometer limitations as per the agreement.
* Monitoring all vehicle trips i.e. all operational /requirements are met at the correct time, and make sure the driver is at the correct pick up point of the staff at correct time.
* Arranging and monitoring transport request from different departments and assigning a driver to cater for the request, adhoc trips (Training, medicals shifting, deportation and new arrival trips.)Maintaining and updating the adhoc trip log book.
* Make sure the drivers are getting enough rest between their trips I order to avoid exhaustion.
* Monitoring the service provider’s vehicles to make sure their documents are up to date, and also the vehicle condition is okay.
* Make sure the Fuel average is achieved by all vehicles as per the standards sets.
* Maintaining a Vehicle maintenance register and Replacement worksheet, to send accidents vehicles to the workshops before the validity date of the police report.
* Collect the entire daily checklist from all drivers on the last day of every month and make sure the necessary entries are made correctly, and the fresh check lists are served to them.
* Enlisted the accurate entries of correction and distribution of vehicle keys every day and ensure the keys are given to the assigned personnel’s only.
* Distribution of fuel cards are also given to them.
* Checking of all the vehicles with the drivers periodically in order to find out if any scratches or damages, and necessary update is made in the records.
* To report any accidents to the call center, and submitting a report to the logistics department.
* Updating the vehicle allocation, new vehicle entry in the Oracle applications.
* Preparation of weekly tool box and monthly report and submitting a copy to office.
* Update the fuel records bills in excel and keeping the records.
* Update all the Adhoc Trips in TRF(New arrivals ,medicals facilitators)
* Checking all the mails and giving out the replies when necessary
* Preparation of trip tracker, operations charts and submitting report to the office when required.
* **Job Profile of Transport And Maintenance Coordinator:**
* Company Name : Giant Group of Companies
* Period : Since 05th Jan 2005 to 20th Apr 2011(Above 7 Years).
* 10 Staff Accommodations, 15 super markets repair maintenance bills update.
* 140 vehicles repair Maintenance bills update every month & checking fuel slips with Eppco invoice.
* Vehicle service appointments taken (Al Futtiam Motors, Arabian Auto Mobiles & Al Habtoor Motors) send vehicle particular time in that service center.
* Vehicle passing insurance papers new & renewal making.
* Vehicle accident handling to insurance people. Repair that vehicle insurance approved garage.
* Food supply permission certificates renewal dates update & new food supply permission documents preparing.
* Vehicle salik tag account balance checking & vehicle transactions monthly report download salik website.
* Eppco new fuel card apply& renew. Download invoice Enoc website.
* Electrician, Carpenter, Plumber, Painter, Tailor work report enter in computer & monthly debit to particular branch.
* 25,000Dhs petty cash handling.
* **Educational Qualification: -**
* S.S.C Passed from Board of Secondary Examination, Andhra Pradesh.
* Intermediate Passed from Board of Intermediate Education, Andhra Pradhesh.
* Degree (B.A) Kakatiya university with an Aggregate of 65%.
* **Professional Qualification:-**
* Post Graduate Diploma in Computer Application (PGDCA), HIT in AndhraPradesh.
* Electrician, in repair electronic materials. (ITI)
* Passenger Service Agent (PSA) in airlines ticketing & Galileo, Dubai in career institute
* **Personal Details: -**
* **Name:**  - Madhu
* **Date of Birth:** - 01.06.1985
* **Sex:** - Male
* **Marital status:** - Married
* **Nationality:** - Indian
* **Religion:** - Hindu
* **Languages known:** - Hindi, Telugu & English.
* **Passport Details: -**
* **Place of Issue:**  - Hyderabad
* **Date of Issue:** - 18.12.2012
* **Date of Expiry:** - 17.12.2022
* **Visa Statues:** -Residence Visa (Free-Zone)
* **UAE Driving License:-**
* License Type: -Light Vehicle (Auto)
* Issue Place: -Dubai
* Issue Date: -12.02.2015
* Expiry Date: -19.02.2025

**DECLARATION:**

I hereby declare that the above-mentioned information is correct up to my knowledge and I bear the responsibility for the correctness of the above-mentioned particulars.

Madhu