

**RANJITH**

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**Targeting assignments in**

**Fleet Management | Operations Management | HR Management| General Administration**

**with a leading organization of repute in UAE**

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| --- | --- | --- |
| **Core Competencies**  **Fleet Management**  **Budgeting & Resource Optimization Reporting & Documentation**  **Cross-functional Coordination Client Relationship Management**  **HR Operations**  **General Administration**  **Team Building & Leadership**  **Academic Details**   * B.Com. from Calicut University, Kerala, India in 2001 * Advanced Diploma in Computer Software Technology from E T & T Corporation in 2001   **IT Skills**   * MS Office (Outlook, Word, Excel, PowerPoint) * Tally, Peachtree, Windows and Internet Applications * Carpro and E-drive (Car Rental Management System) |  | **Profile Summary**   * Acompetent professional with **nearly 17 years** of experience in **Fleet Administration, Human Resource Management, Accounting & Financial Operations** with key focus quality, cost-effective delivery and optimal utilization of resources * Hands-on experience in managing entire gamut of fleet management activities including **acquisition, registration, insurance, safety & security, maintenance and de-fleeting** * **Keen customer centric approach**, focus on achieving maximum customer satisfaction through post service assistance, timely resolution of complaints and achievement of delivery & quality service norms * Resourceful in managing **Talent Acquisition, Payroll Processing, Grievances, PMS and MIS** backed by knowledge on standard terms & conditions of employment * Proficient in managing the **general administrative and facility functions** pertaining to repair & maintenance, employee travel while ensuring smooth functioning of operations * Gained exposure in managing **accounting & finance operations, reconciliations, bank liaison, payable/receivable management and vendor coordination** * Excellent communication and people management skills for leading personnel towards accomplishment of common goals |

**Organisational Experience**

**Since Feb’12 with Autorent Car Rental LLC, Dubai as Manager- Fleet Operations**

**Key Result Areas:**

* Performing the end-to-end **fleet management activitie**s like acquisition, registration, insurance, safety & security, maintenance, de-fleeting as per the statutory & legal regulations
* Ensuring **operations, preventive maintenance & special conditions** of fleet vehicles is as per the federal authorities
* Tracking the **running expenses of vehicles** including monitoring drivers, transport planning and route optimization
* Generating and maintaining the **Fleet Management Information System and Reports** related to registration, used car sale, insurance, accidents, maintenance, repairs, depreciation and so on
* Coordinating with cross-functional teams, customers and staff on needs & issues of vehicles and resolution of conflicts
* Preparing **budgets, allocating resources and ensuring optimal operations** of the divisions fleet needs
* Recommending process improvements and ensuring high customer satisfaction
* Leading, mentoring and motivating the **Sales, Front Office, Customer Care, Operations Team** to increase rental revenue at the sales counters and other locations

**Highlights**:

* Significantly increased the CSAT score from 71% to **86%** by doing customer surveys, analysis and changing strategies.
* Reduced the maintenance and operational cost by **10%** (approx.) through proactive services and preventive measures.
* Ensured **100%** compliances with statutory & legal regulations

**Jan’11-Feb’12 with Amrita Medical Centre, Dubai as HR & Admin. Manager**

**Key Result Areas:**

* Managed the day-to-day operations entailing recruitment, performance management and training & development of clinical staff
* Generated daily, weekly & monthly MIS statements and reported fiscal, statistical & analytical data to management
* Coordinated with:
* Insurance companies for pre-approvals, invoicing and payments
* NGOs and advertisement companies for promotions and events
* Liaised with Municipality, Heath Authority, Economic Department for completion of statutory formalities
* Administering day-to-day office operations

**Jun’03-Jan’11 with Al Abar Heavy Equipment Rental LLC, Sharjah as Accounts & Admin Officer**

**Key Result Areas:**

* Administered the fleet operations of heavy equipment and trailers including the renewal of company licenses, permits, employee visa, labor cards and so on
* Processed payroll and ensured timely disbursement of salary
* Managed accounting, book-keeping, fund flow, accounts receivable & payable and petty cash
* Generated MIS reports on revenue, expenses and maintenance

**Previous Experience**

**Jan’03-Jun’03 with In-globe Exports, Mumbai as Accounts Executive**

**Dec’01-Jan’03 with Orchid Chemicals & Pharma Ltd., Malappuram, Kerala as Medical Representative**

**Apr’01-Dec’01 with United Construction Company, Trichur, Kerala as Branch Accountant**

**Personal Details**

**Date** **of Birth**: 16th September 1980

**Languages** **Known**: English, Hindi, Malayalam, Tamil & Arabic

**Address**: Sharjah