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| **Career Objective** |  | To build a career as a **Transport Manager/In-charge in Logistics** with world class organizations of committed and dedicated people, which will help me to explore myself and realize my potential. Willing to work as a key player in challenging and creative environment. |
| **Profile at Glance** |  | * 7 Years of Experience in Logistics Planning (Expert in Drivers Shift Schedules/Rosters).
* Monitor legal & governmental issues related to vehicles
* Good Knowledge of UAE Roads & Traffic Rules.
* Expertise in Vehicle Insurance Policies.
* Over 3 years of extensive technical experience in IT.
* Professionally qualified with a Diploma in Computer Engineering.
* Experience of Managing Large Data.
* Strong Knowledge in ERP & Oracle.
* Strong knowledge in Hardware & Networking, maintenance & troubleshooting with Microsoft Certification.
* Able to develop and maintain system and security documentation
* Track record of collaboration with co-workers to achieve maximum efficiency and full system functionality
* Hands on experience in using Windows Operating System (From XP to Windows 10)
* Have the reputation of working for a reputed organization in India and U.A.E
* Can work under tremendous pressure and meet deadlines.
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| **Academic Qualification** |  | * DCE Diploma in Computer Science
* MCP Certification (Microsoft Certified Professional) from MICROSOFT
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| **Desktop Support Knowledge** |  | Provided hardware/software installation, server maintenance, trouble resolution, root cause analysis, and SLA maintenance for a large, enterprise-wide LAN/WAN environment, Coordinated and oversaw IT projects for ROUNAQ INFO SOLUTION. Troubleshot and diagnosed technical issues, network security, and backup/restore initiatives. Supported all standard, corporate, ROUNAQ-developed mainframe, and Web-based applications, managed, set up, and provided technology training for remote users. |
| **Relevant Skills** |  | * Good knowledge of MS Office applications
* Good communication & interpersonal skills
* Detail Oriented
* Multi-tasking
* High dedication and diligence
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| **Attributes** |  | * Capable for managing stress at work
* Results driven & aggressive career goals
* Ability to lead a team and inspire development
* Developed an excellent employee record for dependability, quality, punctuality and extra efforts
* Interested to take on challenges and succeed
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| **Technical Skills** |  | LanguagesOperating SystemDatabasesWeb ToolsHardwareNetworking | :::::: | VB.NET, VB, C, C++MS DOS, WINDOWS 98/ XP/2000, Vista & Windows 07Microsoft Access, SQL Server2000.HTML, VB ScriptSystem Assembling, Servicing, troubleshootingLAN Connection, Server-side Applications |
| **Professional Experience** |  | **Averda Waste Management LLC (Tadweer), Al Ain Project, U A E****Vehicle Controller (From 15/08/2016 to Present)**Job Description:* Managing a Fleet of 300 Vehicles and 600 Drivers & Monitors daily work schedules and activities of Standard Dispatch Plan, Drivers Attendance & Vehicle Breakdowns etc.
* Maintain work records and prepare reports (Accident reports, Complaint forms, Breakdown details & Fuel Consumption & Forecast etc.)
* Review and approve the daily dispatch plans & Approve allocation of standby vehicles and Drivers, as per request from City Cleaning Operations.
* Approves subordinate attendance, manpower sheet and Annual Leave request, as per work requirements.
* Coordinates with the Governmental Affairs regarding vehicles registration, Mechanic process, Driving license and other related governmental and legal issues.
* Follow up on daily Vehicle Dispatch activities, providing related report to the Project Manager.
* Prepare Fleet Performance Report, providing recommendations for improvement, to be submitted to the Project Manager
* Follow up on driver’s complaints in VCR & from the Fleet Controller, escalated to the workshop team for the vehicle breakdowns and follow up the maintenance activities.
* Follow up and reports accidents and repetitive breakdowns to the Project Manager & Workshop Controller.
* Coordinate with the Governmental Affairs and Fleet Control sections regarding the yearly mechanical inspection of all the vehicles, to set the needed schedules.
* Follow up with the Car Wash Foreman on number of vehicles washed per day.
* Follow up with the Communication Technician regarding radios’ status and maintenance.
* Report major shortfalls or breach of regulations to the Project Manager, providing necessary information for inspections, suggesting necessary disciplinary action.
* Responsible for exercising due diligence towards the environment, health & safety of self & others in the organization
* Responsible for complying with the applicable HSE procedures, instructions, requirements, laws, regulations from customers, regulatory and statutory bodies and those applicable to his/her job requirements
* Responsible for reporting to his/her superiors’ occurrences, events, violations, and acts that may affect the environment, health, safety, and company reputation.
* Monitor and Track all vehicles via GPS & take actions against the violators.
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|  |  | **City Transport (Department of Municipal Affairs & Transport), Abu Dhabi, U A E****Transportation Supervisor cum Fleet Coordinator (From 01/06/2011 to 31/05/2013)****OCC Dispatcher (Operation Control Center) (From 01/06/2013 to 01/08/2016)**Job Description:* Supervising a Fleet of 600 Public Transport Buses and More than 1200 Drivers
* To Maintain Drivers Schedule/Roasters & prepare the daily checkout sheets based on the driver roaster.
* In charge of Daily Check-in Check-out of Bus on routes as per time schedules.
* Responsible for recording the proper movement of fleet.
* Coordinate general clerical duties like filing, processing paperwork, addressing grievances.
* Maintain and update vehicles and driver’s information in oracle system.
* Prepare daily work schedules and activities (Drivers Attendance, Vehicle Breakdowns, and Route Changes etc.)
* Maintain work records and prepare reports (Accident reports, Complaint forms etc.)
* Responsible for Coordinating with other departments, in case of accident/maintenance or breakdowns i.e. police insurance, maintenance department
* Administration of Cisco IP Phones (7900 series) using Call Manager and Unity for voicemail
* Attending Radio calls from drivers regarding breakdowns on routes.
* Liaised with other departments in fleet related matters.
* Observing the fleet movement by the automated vehicle management system and verifying their duty according to their schedule
* Creation of diversion detours for Routes blocked by Traffic, Accident, and Road Construction or due to any other special events.
* Instructing drivers in case of inappropriate metrological conditions or accident
* Making sure of accurate "Arrival and Departure" of the route services
* Monitoring and Tracking all vehicles via GPS
* Experience in Intermodel Transport Control System application (ITCS in INIT).
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|  |  | **Rounaq Info, Abu Dhabi, U A E****Supervisor cum System Technician [April 2009 to May 2011]** Job Description:* Perform network administration functions, set up network user accounts/permissions, reset passwords, and administered group policies via DRA and Active Directory.
* Install, configured, maintained, and supported all servers within the network.
* Provide desktop support for over 150 users in Rounaq Info Solutions, Abu Dhabi UAE
* Optimize performance by conducting analysis and fine tuning of Rounaq’s LAN.
* Deliver printing solutions and peripherals, e.g., scanners/copiers, digital senders, and fax machines.
* Good background in Information Technology with a focus on end user and system support.
* Assist with teleconference meetings, via WebEx, IP Communicator, and Skype.
* Familiar with Barracuda spam filters, security system/network appliances, cisco routers, MPLS and ISP connections.
* Configuration of desktops, laptops, smart phones, tablet computers and wireless devices.
* Data analytics and manipulation with Transact SQL, Access, and Excel.
* Application development using Visual Studio 2010 and SQL Server 2000-2008.
* System imaging; SMS, Altiris, and LANDesk.
* Install/configure of operating systems including: Windows 2000, XP, 7, MAC OS 10.4-10.6.
* Train new hires on network/system usage and writing documentation.
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| **Project Experience** |  | Project NameClientDuration EnvironmentResponsibilityDetails | :::::: | Lost and Found Software.City Transport, Abu Dhabi, UAE3 MonthsVB with MS AccessAnalysis, design, Coding and TestingMade new software for City Transport to enter the details of Passenger’s lost and found entries. |
| **Personal Details** |  | Date of BirthMarital statusNationalityPlace of IssueVisa StatusDriving LicenseLanguage ProficiencyHobbies | :::::::: | 17 January 1986MarriedIndiaAbu DhabiEmployment, Transferable.**Holder of U.A.E & Indian Driving License****English, Malayalam, Tamil, Hindi, Urdu & Arabic**Reading, Traveling and Music |