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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. | | | | |
| **Academic Qualification** |  | * DCE Diploma in Computer Science * MCP Certification (Microsoft Certified Professional) from MICROSOFT | | | | |
| **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 | | | | |
| **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 | | | | |
| **Technical Skills** |  | Languages  Operating System  Databases  Web Tools  Hardware  Networking | :  :  :  :  :  : | VB.NET, VB, C, C++  MS DOS, WINDOWS 98/ XP/2000, Vista & Windows 07  Microsoft Access, SQL Server2000.  HTML, VB Script  System Assembling, Servicing, troubleshooting  LAN 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. | | | | |
|  |  | **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). | | | | |
|  |  | **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 Name  Client  Duration  Environment  Responsibility  Details | | | :  :  :  :  :  : | Lost and Found Software.  City Transport, Abu Dhabi, UAE  3 Months  VB with MS Access  Analysis, design, Coding and Testing  Made new software for City Transport to enter the details of Passenger’s lost and found entries. |
| **Personal Details** |  | Date of Birth  Marital status  Nationality  Place of Issue  Visa Status  Driving License  Language Proficiency  Hobbies | | | :  :  :  :  :  :  :  : | 17 January 1986  Married  India  Abu Dhabi  Employment, Transferable.  **Holder of U.A.E & Indian Driving License**  **English, Malayalam, Tamil, Hindi, Urdu & Arabic**  Reading, Traveling and Music |