**KHUDAYAR**

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**PERSONAL SUMMARY**

A energetic, innovative and dynamic transport manager who has a proven track record in managing a highly commercial operation in a fast-paced environment. Experience of effectively running a successful transport function in a high pressure environment. Responsible for the transport and distribution operations and also for providing excellent standards of service, efficiency and performance through outstanding people management skills. Currently looking for a suitable transport managers opportunity to join a successful and growing business and to be part of their ongoing and continued success.

**CAREER HISTORY**

Distribution Company
TRANSPORT MANAGER In Delma Passengers Transport/ Delma Rent A Car    -   Feb 2013 – 04-4-2016

**Transport Manager**

04-06-2016 - 04-06-2020

**Transport Supervisor**

04-06-2016 -04-06-2020

**Store Keeper** in China Construction Company LLC from 01-01-1994 – 30-03-1996
Leading and motivating the entire transport team and responsible for looking after 120 vehicles which run on a 24 hour basis. On call out of hours and at weekends to deal with any urgent matters.

Duties:

* Responsible for getting the right products in the right quantities, to the right locations all at the right time.
* In charge of the day to day operations of the transport department.
* Efficiently managing a team of drivers and vehicles.
* Responsible for all of the dispatching, routing, and tracking of delivery vehicles.
* Dispatching complex and oversized goods to national and international destinations.
* Ensuring company compliance of all transport policies, legislation and procedures to do with tachograph and towing etc.
* Managing, monitoring and developing a team of drivers and line managers.
* Involved in strategic development and strategy making.
* Being the first point of contact for all drivers.
* Making sure that all transport fleet vehicles are properly maintained and serviced.
* Arranging for the induction and training off all new staff.
* Regularly liaising with the delivery manager to ensure a smooth running of both departments.
* Developing and nurturing customer relationships.
* Maintaining accurate administrative records.
* Giving drivers a full debrief, including tacho analysis.
* Organising vehicle checks.
* Identifying operational issues, potential problems and opportunities.
* Resolving and managing queries and complaints courteously and efficiently.
* Appraising staff performance and also taking disciplinary measures when required.
* Ensuring all site and customer objectives are achieved.
* Responsible for all H&S investigations.

**Proficient** in Microsoft Office.

**Familiar** with GAAP Rules, IFRS & IPSAS Procedures.

**Experience** with Accounting Softwares Such as (QuickBooks 2011, Peachtree, Tally ERP 9.0)

**Professional Experience**

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| --- | --- | --- | --- |
| **Designation** | **Organization** | **Duration** | **Description** |
| Operation Manager | Delma Rent A Car and Passenger Transport Dubai (UAE) | Feb,2013 to May 2016 | Operation In Charge  |
| Operation Manager |  - |  06 June ,2016 to date | Operation In Charge / Marketing/ Accounting/ Administraion  |
| Accountant/ Store Keeper | China Construction Company | April,1994to Aug,1996 | Finance  |

Competencies

* Able to operate effectively in a high volume service driven transport operation.
* Possessing a good understanding of all relevant legal compliance and fleet controls.
* Experience of Budgets and Financial controls.
* Knowledgeable in all process compliance areas including; Legislative, Productivity, Quality and Service.
* Comprehensive understanding all of areas of the supply chain.
* Full understanding of transport operational systems.
* Able to work diplomatically in a unionised environment.
* FMCG background and hold a National CPC.
* Maintain receipts,records and withdrawls of the stockroom.
* Perform other stock-related duties,including returning,packingpricing and labling supplies.
* Inspect deliveriers for damage or discrepancies;report those to accounting for reimbursements and record keeping.
* Rotate stock and coordinate the disposal of surpluses.

Personal

* Able to multiple relationships at different levels .
* Strong communication and analytical skills.
* Problem solving and prioritising skills.
* Man management skills.

**KEY COMPETENCIES AND SKILLS**

Transport operations
Staff appraisals
Detail conscious
Safety compliance
Strategy and planning
Vehicle maintenance
Route planning
People management

**Education**

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| --- | --- | --- | --- |
| **Examination** | **Year Of passing** | **Discipline** | **Board/ University** |
| **Graduation** | **1998** | Pol Sc,H.P.E | Peshawar University |
| **Intermediate** | **1995** | State, Economic | BISE Bannu |
| **S.S.C** | **1993** | Science | BISE Bannu |
| **Diploma**  | **2008** | Accounts & Finance | Trade testing Board Peshawar |

**Languages** English, Urdu,

**References:** References will be given on Request…..!