



ADMINISTRATION

ADMINISTRATION / FLEET MANAGEMENT PROFESSIONAL

5+ years' rich experience in delivering optimal results & business value in high-growth environment

PROFILE

- ✦ Competent, diligent and result oriented Fleet Controller, offering **5+ years** of experience in the **field of Automobile engineering with specialization in Administration and transport management of commercials vehicles**. Currently spearheading functions as **Fleet Controller** with **Metro Taxi LLC Dubai**.
- ✦ Good talent in devising & implementing coherent HR strategies whilst improving internal processes and procedures within a demanding environment.
- ✦ Excellent time management skills with proven ability to work accurately and quickly prioritize, coordinate and consolidate tasks, whilst simultaneously managing the diverse range of function from multiple sources.
- ✦ Capable of implementing **preventive, planned and predictive maintenance to maximize operational availability of Vehicles and root cause analysis of failures** and evolved breakdown solutions within minimum turnaround time.
- ✦ Demonstrated professional excellence in conducting automobile training sessions to infuse renewed vision among the participants towards value contributions for mutual growth Thrive in a deadline intensive environment, multi-task, perform under pressure and meet deadlines. Goal-oriented, systematic planner with a big-picture perspective.

Key Competencies

Fleet/Vehicle Management ✎ Break Down Solutions ✎ Capacity/Capability Building ✎ Repairs & Overhauling ✎ Critical Thinking ✎ Decision Making Skills ✎ Target-oriented ✎ Client Servicing ✎ Failure Analysis ✎ Cross Functional Coordination ✎ Troubleshooting ✎ Communication & Negotiation Skills ✎ Training & Development ✎ Analytical Skills ✎ Fleet Engineering Procedures & Policies ✎ Security Procedures ✎ Preventive Maintenance ✎ Data Tracking ✎ Public Relationship management

CAREER GLIMPSE

METRO TAXI LLC DUBAI, since Jun'17



Fleet Controller - Administration

- ✦ Responsible for Taxi Fleet Management with the ability to manage and maintain fleets. Adept at implementing security procedures. Focused on applying operational knowledge of vehicle assign solving and adhering regulations.
- ✦ Oversee all aspects of vehicle management, including safety, training and finance. Assign tasks to employees, track Vehicles and coordinate safety training for employees and drivers and monitoring the performance of drivers.
- ✦ Responsible for Registering and licensing all vehicles under management.
- ✦ Responsible for preventive, predictive & break down maintenance of vehicles including breakdown analysis and reporting, to prepare annual Maintenance plan, Conducting root cause analysis of failures and evolve breakdown solutions within minimum turnaround.
- ✦ Responsible for preparing weekly and monthly floor plan reports as required by the organization.
- ✦ Responsible for Maintaining vehicles for deliveries, registering and licensing vehicles and finding ways to cut costs and maximize profits.
- ✦ Perform vehicle registration, insurance & formalities & documentation regarding induction of new vehicles in existing fleet.
- ✦ Maintaining detailed records of vehicle servicing and inspection.
- ✦ Utilizing GPS systems to monitor drivers and track vehicles in case of theft.
- ✦ Scheduling regular vehicle maintenance to ensure operational efficiency.
- ✦ Assisting in the recruitment of quality drivers into the fleet.
- ✦ Monitor the transportation department's efficiency and performance and look for ways to improve productivity, reduce errors, cut back on waste and bolster the company's bottom line. Also set budgets for the transportation department and approve new acquisitions.
- ✦ Key player in planning, scheduling & reviewing effective maintenance practices for enhancing system reliability.
- ✦ Driving initiatives for inspection, preparation & execution, action plans and Preparation of annual plans.
- ✦ Carrying out Documentation, keeping departmental work documented as per guidelines of company procedure.
- ✦ Ensure all "O" Licenses and Tachygraphy cards are renewed and dispatched to operational sites on time efficiently and effectively.

AL NOOR ENTERPRISES, UDUPI KARNATAKA, Jun' 14 - May'17

Sales Supervisor

- ✦ Responsible for managing a staff within a business. Coordinates the shipping of goods, sets up displays, and assists customers and staff during business hours.
- ✦ Meet financial objectives by preparing an annual budget; scheduling expenditures; analyzing variances; initiating corrective actions.
- ✦ Formulate pricing policies and Determine daily coupons.
- ✦ Ensure standards for quality, customer service and health and safety are met.
- ✦ Manage different departments within the store.
- ✦ Identify current and future trends that appeal to consumers.
- ✦ Keep up with fluctuating supply and demand.
- ✦ Utilize information technology to record sales figures, for data analysis and forward planning.

ACADEMIA

Diploma in Electrical & Electronics Engineering, 2014

Karnataka State Open University, Mysore

Intermediate, 2011

Vidyaniketan Pre University College Kaup Udupi

High School, 2009

Vidyaniketan School Kaup Udupi



Software Proficiency - Electronic Data Processing Knowledge, MS Office, PowerPoint, Internet Applications

Date of Birth: 2nd April 1994

Passport No: L6153977

References: Available on Request
