



# ABDUL REHMAN

## OPERATIONS MANAGER

### CONTACT

- +971-58-5099105
- abdul\_rehman307@yahoo.com
- Al Nahda, Sharjah UAE

### EDUCATION

- 2014 ~ 2018
- BAHRIA UNIVERISTY, PAKISTAN
- BBA (Supply Chain Management)

### SKILLS

- Data Entry/Documentations
- Soft Skills (ERP & MS Office)
- Teamwork
- Time Management
- Leadership
- Effective Communication
- Critical Thinking

### LANGUAGES

- English (Fluent)
- Urdu - Hindi (Fluent)
- Arabic (Reading)

### DRIVING LICENSE

- Light Vehicles (#03)
- Valid till 2023

### PROFILE

A reliable and self-motivated professional with excellent communication and interpersonal skills. Proven ability to work well in teams, maintain organized records, and manage time effectively. Known for a strong work ethic, adaptability, and positive feedback from supervisors. Dedicated to delivering quality work and contributing to team success.

### WORK EXPERIENCE

- MBK Luxury Taxi LLC**  
**Operations Manager (Fleet Coordinator)** *Oct 2023 - Present*
  - Managed a fleet of 32 vehicles, overseeing maintenance schedules, inspections, and ensuring compliance with safety regulations.
  - Coordinated daily fleet operations, including routing, tracking, and assigning drivers to ensure timely and efficient deliveries.
  - Liaised with vendors and service providers to arrange for vehicle maintenance, repairs, and inspections, ensuring operational readiness.
  - Implemented a vehicle tracking system to improve fleet visibility, optimize routing, and track delivery progress.
  - Managed recruitment and visa processing for newly hired drivers, including documentation and ensuring compliance with immigration regulations (HR).
- AL Zaitoon Shipping Service LLC - Dubai UAE**  
**Business Development Representative** *Mar 2022 to Aug 2024*
  - Create and manage the marketing budget, ensuring efficient allocation of resources and optimizing ROI.
  - Oversee market research to identify emerging trends, customer needs, and competitor strategies.
  - Monitor brand consistency across marketing channels and materials.
- Al Bashaier Auto Maintenance Workshop LLC, Sharjah**  
**Maintenance Coordinator** *Nov 2021 ~ Feb 2022*
  - Prepared job cards, sales invoices, and submitted them to accounts via ERP.
  - Managed monthly SOAs, invoices, and rental requisitions, including approvals and follow-ups.
  - Handled petty cash, payment submissions, and updated daily reports.
  - Coordinated staff accommodation, payroll, and HR-related technical issues.
- Alsons Auto Parts Private Ltd. PK**  
**Assistant Manager (HR & Planning Control)** *Sept 2020 ~ Oct 2021*
  - Compiled and updated employee records, processed documentation, and prepared HR-related reports.
  - Coordinated HR projects, meetings, and trainings, and handled employee requests on HR policies. Assisted in payroll preparation by providing data on absences, bonuses, and leaves.
  - Scheduled interviews, coordinated candidate communication, and conducted new employee orientations. Prepared monthly stock reports and purchase orders in coordination with the finance and import departments.
  - Attended operational meetings and monitored daily production and overtime reports with HR and production teams.

## HOBBIES

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- Games: Crickets, Football, table tennis and PC Action games.
- Watch news and movies
- Do internet browsing.

## ACADEMIC PROJECTS

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- Led a group project on "Total Quality Management Structure Application at Karachi Shipyard & Engineering Works" and secured first position in the course "Total Quality Management" at Bahria University.
  - Completed a group project on "Recruitment & Selection Process at Karachi Shipyard & Engineering Works" as part of the "Recruitment & Selection" course at Bahria University.
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### • Al-Hamd International Container Terminal (Pvt.) Limited. PK

#### Junior Operations Officer & Customer Services Officer

DEC 2018 ~ FEB 2020

- Collected and reviewed required documents for cargo delivery and issued delivery orders for cargo examination.
- Managed container grounding requests and coordinated with Operations for CY delivery of cargo.
- Provided cargo information to consignees and clearing agents, including cargo location and container arrival updates.
- Issued cargo schedules and seals to customers upon receipt of necessary documents and handled proper filing daily.
- Substituted colleagues in their absence and handled additional tasks as directed by the Department Manager.
- Oversaw all activities related to container grounding and CFS/CY cargo movement processes from Ingate to Outgate.

## • INTERNSHIP

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Successfully completed a six-week internship at Karachi Shipyard & Engineering Works Limited, gaining foundational knowledge of PPRA (Public Procurement Regulatory Authority) rules. Actively participated in meetings, acquiring insights into the tender procurement process and rules of engagement.

## REFERENCE

Will be Furnished upon request.