



ABDUL REHMAN

OPERATIONS MANAGER

CONTACT

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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

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

ACADEMIC PROJECTS

- 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

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.