

Name: Hanzalah Azeem

Position: Fleet Coordinator & Document Controller

Experience: 10 Years

Qualifications: Diploma of Associate Engineering (Automotive Technology)

Mobile: +971 52 9709 185

Current Location: Abu Dhabi, UAE

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Summary of Career

- The Fleet Coordinator is responsible for the day-to-day operations of the company's fleet of vehicles. This includes scheduling maintenance and repairs, managing inventory, and ensuring compliance with all regulations. The Fleet Coordinator also works closely with drivers to ensure that they are using the vehicles safely and efficiently.

Achievements

- **1st Position** in Punjab Board Technical Education, Lahore in 1st, 2nd and 3rd Year 2014-2016 of DAE Mechanical Technology (Power) with specialization in Automobile & Farm Machinery Technology.
- Secured **1st Position** in Automobile Project Competition at Govt. College of Technology, Sahiwal. January, 2016.

Employment Records

Smart Access Transport Abu Dhabi

As (Fleet Coordinator & Document Controller)

(MAN-LIFT ,SCISSOR LIFT ,BOOM LIFT,TELESCOPICBOOMS & SPIDER LIFT EARTH MOVING HEAVY EQUIPMENT)

Tenure : July 2022 - Present

- Troubleshoots problems/incidents, validates all repair actions, performs initial, in progress and final inspections, and performs service repair road test as required.
- Reviews maintenance source documents, inspection records, notes recurring discrepancies or trends and initiates appropriate
- Performs audits and inspections of work centers and ongoing maintenance actions, procedures, equipment and facilities.
- Scheduling maintenance and repairs for vehicles.
- Managing inventory of spare parts and tires.
- Monitoring fuel levels and ensuring that vehicles are properly maintained.
- Working with drivers to ensure safe and efficient use of vehicles.
- Complying with all applicable regulations.
- Preparing reports and other documentation as needed.

Abu Dhabi National Hotels (Al Ghazal Transport)

(Semi-Government Companies Abu Dhabi National Hotels)

As (Automotive Technical Fleet Coordinator & Document Controller)

(Heavy & Light Vehicles)

Tenure : Sep 2021 - June 2022

Responsibilities

Fleet Maintenance Management: Coordinate and schedule regular maintenance and repairs for all vehicles in the fleet. This includes arranging oil changes, tire rotations, brake inspections, and other routine services to keep the vehicles in optimal condition.

Repair Coordination: Handle the coordination of repairs and maintenance with internal mechanics or external service providers. This involves diagnosing vehicle issues, obtaining repair estimates, approving repairs, and ensuring that repairs are completed on time.

Vehicle Inspections: Perform regular inspections of the fleet vehicles to identify any potential issues, safety concerns, or maintenance needs. Address these issues promptly to prevent breakdowns and accidents.

Inventory Management: Keep track of spare parts, tools, and equipment needed for vehicle maintenance and repairs. Maintain an organized inventory and reorder supplies as necessary to ensure a smooth workflow.

Documentation and Reporting: Maintain accurate records of all maintenance and repair activities, including dates, costs, and details of work performed. Generate reports on vehicle maintenance history, expenses, and overall fleet performance.

Regulatory Compliance: Stay updated on local, state, and federal regulations related to vehicle maintenance, emissions, safety standards, and licensing. Ensure that all fleet vehicles comply with these regulations.

Budget Management: Work within allocated budgets for fleet maintenance and repairs. Monitor expenses, seek cost-effective solutions, and recommend budget adjustments if needed.

Driver Communication: Collaborate with drivers to address any concerns they might have about vehicle performance, safety, or comfort. Provide guidelines for proper vehicle use and maintenance.



Data Analysis: Analyze data related to vehicle performance, maintenance trends, and costs to identify areas for improvement.

Emergency Assistance: Coordinate and provide support in the event of breakdowns, accidents, or emergencies involving fleet vehicles. Arrange for towing, repairs, and replacement vehicles as needed.

Vendor Management: Build and maintain relationships with external service providers, such as mechanics, repair shops, and parts suppliers. Negotiate service contracts and pricing to ensure favorable terms for the organization.

Universal Voltas LLC Abu Dhabi UAE (TATA Group)



Job Position : MEP Technical Fleet Coordinator & Document Controller
Project Site : Cubes Park ICT (International Capital Trading)
Year : June 2019 – August 2021

Responsibilities

- Receive and inspect all incoming materials and reconcile with purchase orders, track and document damages and discrepancies on orders received.
- Maintain and update data in Tools Management System.
- Fleet Coordinator & Document Controller shall follow governing documents and directions defined by Organization.
- Report to the Project Manage, Service Manage, Service Engineer and Client
- Analyses, track and report progress based on contractual requirement around project documentation.
- Maintain departmental records and databases through gathering, entering and/or updating data to - establish and maintain records. For the Maintenance Integration function.
- Prepare formal documentation and correspondence through the screening and evaluation of incoming and outgoing correspondence to ensure timely and appropriate response.
- Support the development of technical data archiving policies and procedures to ensure ease of availability of maintenance integration and maintenance data records and information.
- Provide document control support to the issuance, technical review, receipt and filing of shop drawings, Issued for Construction drawings and As-Built drawings, to ensure appropriate change management document data integrity.
- Provide business documentation support, including technical report production, presentations and spreadsheet preparation and distribution of such materials, to support business decision making.
- Liaise with other sections/departments to ensure that requests are carried out and activities are coordinated

Pak Suzuki Motors, Pakistan



Job Position : Fleet Coordinator & Document Controller & Service Advisor
Project Site : SUZUKI BAHAWALNAGAR & FAISALABAD MOTOR
Year : March 2014 to May 2019

Responsibilities

- Help identify a mechanical problem by questioning the customer or doing a visual inspection or road test.
- Excellent communication and leadership skills
- Confers with customers about inspection results,
- Prepares a repair order showing time, cost, and labor estimates for service.
- Explains the work performed and the repair order charges to the customer.
- Handles customer complaints.
- Refers to service history, inspects vehicle, and recommends additional needed service.
- Provides a complete and accurate written cost estimate for labor and parts.
- concern about the repair order to help the technician locate the problem.

Achievements

1st Position in Punjab Board Technical Education, Lahore in 1st, 2nd and 3rd Year 2014-2016 of DAE Mechanical Technology (Power) with specialization in Automobile & Farm Machinery Technology.

Educational Qualifications

Qualifications	Names of Institutes	Marks	Years
DAE Mechanical Technology (Power) with special Automobile & Farm Machinery Technology	Punjab Board of Technical Education, Lahore	2836/3550	2016
Secondary School Certificate	Govt. High School Khichiwal	653/1050	2013

Software Skills

SAP	Microsoft Word	Microsoft Excel	Dealer Management Information System		
Social Networking	Photoshop	Diagnostic Vehicle		ERP	Document management
Wheel Alignment	Good Knowledge PC skills	Orbital Automotive			

Hardware Skills

Problems-Solving	Diagnostic & Repairing	Exceptional service	Operational Analysis Ethic
Confidentiality IT skills	Time management	Operation and Control	Equipment Maintenance
Equipment Selection	Troubleshooting	Judgment and Decision Making	Repairing
Troubleshooting	Communication skills	Customer handling skills	

Seminars / Trainings / CO-CURRICULAR ACTIVITIES

- Systems Applications and Products (SAP) – **Universal Voltas LLC Abu Dhabi UAE (TATA Group)**
- Dealer Management Information System (DMIS) – **Pak Suzuki Motor**

Certification

Computer Course Application

Six month course from Allama Iqbal Polytechnic Institute, Haroonabad.

Computer Hardware

Three month course from Online.

Computer Photoshop

Three month course from Online.

Computer Microsoft

Six-month course from Online.

Personal Details

UAE Driving License : Light Vehicle
Date of Birth : 06 Sep 1996
Religion : Islam
Nationality : Pakistani
Marital Status : Single
Language Known : English, Urdu & Hindi