

Muhammad Ali

PERSONAL PROFILE

I am a self-motivated and enthusiastic transport and logistics professional with four years of experience in UAE. I believe that I have good experience and understanding of the whole process. I have good people management skills and have been working as a supervisor now for the last few years and feel that I can manage people and situations well.



Skill Highlights

- Project management
- Transport operations
- Vehicle maintenance
- Inventory Control
- People management
- Route planning
- Complex problem solver
- Fleet Management

Experience

Hard Work General Contracting & Maintenance LLC. Abu Dhabi, UAE.

July, 2017 –February, 2021.

Transport In-charge :

- In charge of the day to day operations of the transport department
- Efficiently managing a team of drivers, operators and vehicles.
- Responsible for getting the right products in the right quantities, to the right locations all at the right time.
- Responsible for all of the dispatching, routing, and tracking of delivery vehicles.
- Being the first point of contact for all drivers and operators.
- Provide effective communication with management, peers, client, subcontractors, carry out other duties as directed by the line management.
- Arranging the shifting schedule of the drivers and operators.
- Making sure that all transport fleet vehicles are properly maintained and serviced.
- Regularly liaising with the garage supervisor to ensure a smooth running of the operation.
- Developing and nurturing customer and supplier relationships.
- Identifying operational issues, potential problems and opportunities.
- Resolving and managing queries and complaints.
- Establish policy and procedures of the Transportation Department.
- Arranging diesel for vehicles and equipments either from suppliers in bulk or arranging ADNOC and ENOC accounts.
- Responsible for issuing different kinds of permission from RTA, municipality and AD police for vehicle and work permission.
- Ensure all Standards are met and documented in relevant documents.
- Maintaining all Company Vehicles Insurance & Registration card (Mulkiya).
- Arranging and negotiating vehicles from the suppliers on best possible rates.
- Generate different kinds of reports on vehicle and equipments.
- Ensuring all site and customer objectives are achieved.

Contact

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Languages

English
Arabic
Urdu
Pashto
Korean

Saif Al Jabri General Cont. & Transport Est., Abu Dhabi, UAE.

January, 2016 – June, 2017

Logistics Coordinator:

- Answering customer queries and sending quotation for Heavy equipments & Vehicles.
- Arranging required equipments & vehicles to different sites.
- Ensure smooth transportation and timely delivery of materials vehicles & equipments.
- Communicate with suppliers, retailers, customers etc. to achieve profitable deals and mutual satisfaction.
- Makes sure warehouse capacity is kept at optimal levels.
- Reviewing and Preparing Purchase orders.
- Client coordination & vendor's coordination and maintaining the records of registered suppliers.
- Continually reviews freight costs, transportation rates and find out the best possible suppliers.
- Provide comprehensive logistical support daily to different sites.
- Make sure that all jobs are scheduled, All drivers and operators are informed of their duties and shifts.
- Ensure drivers and operators follow company procedures, site safety and local laws.
- Preparing financial documents such as warehouse, Logistics invoices, bills, and accounts payable and receivable
- Maintain clear and concise records, filing And effective monitoring systems of all vehicles and equipments.

Internship As Operation Executive.

Steel. FF Steel, Peshawar, Pakistan

Jun, 2014 - August, 2014

Education

Institute Of Management Sciences , Peshawar, Pakistan

BBA in Human Resource Management

March 2015

Thesis: Job Rotation effect on employee motivation

Certifications

Supply chain management and logistics.

Projects:

During my 4-year tenure, I introduced my companies to different multinational companies in UAE and initiated & completed multiple projects. Some of the companies and projects are below mention.

- A project of Kleindienst Group - The Heart of Europe in Dubai.
- A project of China State Construction Engineering Corporation -Mohammed bin Rashid Al Maktoum Solar Park in Dubai.
- Multiple projects with Dutch Foundation in Abu Dhabi.
- Multiple projects with HLG in allover UAE.
- Multiple projects with NMDC in Abu Dhabi.