

ADNAN BASHIR

Contact 952-486-9412

Email: adnanbashir08@gmail.com.

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Personal Skills:

Performance-driven professional with more than 7 years of experience in Transportation Logistics

- Detail oriented with excellent organizational and communication skills
- Ability to multi- task by organizing and prioritizing tasks
- Team player with the ability to take on challenges with a sense of urgency
- Managed and motivated teams to achieve targets in faced paced environments
- Advanced knowledge of software tools like People Soft and MS Office.
- Proficiency with Microsoft Office tools, including Word, PowerPoint, Outlook and Excel

Professional Work Experiences:

Transportation / Logistics Account Manager Sep 2019- March 2022
Hogan Transport and Leasing LLC.

- Oversee the maintaining of Driver and Loader Schedule
- Reconcile Payroll files
- System interface lead
- Oversee the maintenance of Drivers Files
- Reporting and Reconciliation
- Maintain Office Functions
- Provide leadership to Fleet Employees
- Knowledge of applicable DOT / FMCSA / IRP / IFTA / ELD requirements
- Previous supervisory and related transportation logistics experience
- Excellent communication, problem-solving and decision-making skills
- Strong customer service focus
- Demonstrated coaching skills and experience providing training and direction to employees
- Proficiency with Microsoft Suite products such as Word, Excel, and PowerPoint along with the ability to quickly learn various software programs
- Analytical and process improvement skills a plus
- Able to multi-task in a fast paced, pressure/deadline-oriented environment
- Coach team members to ensure effective team dynamics and mutual accountability while solving intra-team conflict as it arises.

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- Responsible for recruiting and staffing a team of professional drivers and office staff
- Training and development of drivers, supervisory, and management staff
- Playing an active role in personnel recruitment, development and discipline.

Dispatcher Supervisor/DOT Compliance
Gold Star Transportation

Feb 2015 – Aug 2019

- Complete knowledge and experience of
 - Federal and State DOT Regulations
 - Bill of Lading's and Manifests.
 - Safety Policies and Procedures
 - Fleet Assignment
 - Loads Optimization Management
 - Monitor and record E-logs and Paper logs.
 - Coordinate and prioritize driver schedule

As a dispatch supervisor I am responsible for the day-to-day fleet operation in a fast paced large transportation organization. Responsibilities includes-

- Route freight based on weight, origin, destination, required delivery date
- Complete bills of lading to management on a daily basis.
- Assigning load to drivers by optimizing load information such as origination, destination, stops, direction etc.
- Complete all appropriate transport documentation.
- Reported all major and minor vehicle damage to management as required.
- Check driver physical medical certificate, eligibility and maintain and creating files and update in the system.
- Build and maintain drivers relationship through understanding and meeting driver needs..
- Contact customers with problems or update as necessary
- Schedule or direct drivers as needed
- Respond to inquiries from customers and drivers during the evening and weekends
- Support other transportation staff through processing of reports

Education

- Bachelor's Degree in Business Administration from Preston University - Pakistan (2003)