

Islam Mohamed Sharaf El-Deen
Dammam, Saudi Arabia
Nasr City, Cairo / Egypt
Tel (Cell) KSA - 05 52874395
E-mail: islam_sharafeldin@yahoo.com
semooalam500@gmail.com



✓ **Personal profile: -**

High skills and outstanding communication, presentation, and negotiation. Able to set and achieve goals, and work under pressure. Ambitious, oriented individual, able to work with a team, problem-solving skills. And Strong analytical skills.

✓ **Career Objective: -**

Seeking a long-term opportunity within the business community, where my professional experience, education, and abilities would be advantageous to the growth of my employer and myself.

Achievements:

1. Master's degree in supply chain / Logistics Management and International Transportation.

- **GPA: Excellent with Honors.**
- **Institution: AAST Arab Academy for Science, Technology & Maritime Transport.**

2. Certified Data Analysis & Dashboard Using Excel.

Current experience: -

Group Transportation Manager (Project Pioneers Contracting for Construction– Aramco Approved– Jan 2025 / Present)

Job Responsibilities:

Monitor Fleet Operations Management:

1. Managing a large-scale fleet of 900 vehicles and equipment, including heavy trucks, heavy equipment (such as heavy tractors, cranes, excavators, bulldozers, piling machines, low beds, Tankers and small cars).
2. Oversee the performance and adherence to guidelines within fleet Operations, involving interaction with managers and supervisors.
3. Serve as the primary liaison between the Procurement and Finance departments to facilitate prompt payment transfer for *spare and* minimizing the risk of operational disruptions.
4. Monitor the expiration of fleet documents such as blue TUV and SPSP etc...
5. Lead the GPS operations team in the monitoring of vehicle movements, enforcement of speed limits, and implementation of discounts in strict accordance with company policy.

6. Supervise the team responsible for processing government-related permits and documentation for vehicles, including extra permits and statements.
7. Manage the team tasked with the timely issuance of licenses and health reports for newly appointed drivers.
8. Direct the team responsible for vehicles handover and receipt, including the authorization, delivery, and collection processes for all personnel across the company locations.
9. Lead the team responsible for monthly equipment reporting (Timesheet), driving initiatives to reduce costs through enhanced equipment utilization and minimized downtime.
10. Monitor the performance of logistics and operational activities across all sites.
11. Oversee the utilization of both new and existing vehicles, ensuring their distribution aligns with project requirements.
12. Implement comprehensive fuel management programs that encompass monitoring consumption and identifying inefficiencies.
13. Ensure the efficient utilization of all assets, aiming to minimize idle time and maximize productivity.
14. Oversee the vacation schedules for the Logistics and Maintenance teams, as well as the vacation plans for drivers.
15. Supervise the training of drivers by designing engaging and effective training materials. These materials should include presentations, manuals, checklists, practical exercises, and assessment tools.
16. Manage the insurance cycle to ensure the timely collection of estimated security deposits, as well as the appropriate allocation of these funds to cover insurance payments related to accidents.
17. Optimizing fleet allocation and utilization based on project requirements and the productivity of tractors and drivers.
18. Oversee the vacation schedules for the Logistics and Maintenance teams, as well as for the drivers.

Monitor Maintenance performance management:

1. Collaborate with the Maintenance Manager to formulate a comprehensive fleet maintenance strategy that is aligned with the company's operational requirements and budgetary constraints, considering options such as a focus on preventive versus reactive maintenance and the choice between in-house versus outsourced services.
2. Establish key performance indicators (KPIs) for the maintenance function, including: - Maintenance Cost per Hour/Kilometer/Asset - Preventive Maintenance (PM) Compliance Rate - Parts Inventory Turnover Rate Supervise the maintenance budget prepared by the Maintenance Manager and authorize significant expenditures as necessary.
3. Facilitate the adoption and effective utilization of fleet maintenance software (Computerized Maintenance Management System - CMMS) and telematics data to enhance maintenance scheduling, diagnostics, and record-keeping processes.
4. Oversee the Maintenance Manager's initiatives in conducting root cause analysis for recurring breakdowns, ensuring that appropriate and effective solutions are implemented.
5. Establish clear communication channels between transport operations (drivers, dispatch) and the maintenance workshop to guarantee the timely reporting of defects, the scheduling of repairs, and the dissemination of updates regarding equipment status.

Strategic Leadership & Planning:

1. *Assess and analyze emerging technologies, such as telematics, route optimization software, and alternative fuels, to enhance operational efficiency, safety, and sustainability.*
2. *Develop and monitor key performance indicators (KPIs) for the entire fleet, establishing targets that promote continuous improvement*
3. *Collaborate with senior management, project managers, and procurement teams to anticipate equipment requirements and optimize resource allocation across all projects.*
4. *Implement systems that allow for real-time adjustments to schedules based on unexpected events like delays, breakdowns, or urgent material needs.*
5. *Foster strong relationships and clear communication channels with project managers, site supervisors, procurement,*

suppliers, and drivers.

6. *Participate in project planning meetings to integrate transportation logistics from the outset, identifying potential challenges and opportunities for efficiency.*
7. *Work closely with third-party transport providers to ensure their services align with company standards and project requirements.*
8. *The ability to interact effectively with others and handle multiple tasks with tight deadlines.*

Previous Experience:

***Kingdom of Saudi Arabia (Senior Fleet Management at Al-Khaldi Logistics Company- Aramco cargo projects)
Jan 2017 till Dec 2024***

Job Responsibilities:

- *Manage the fleet including all types of trucks, trailers, and cars*
- *Monitor all Trucks as a plan by daily Report (Dispatched- Down Time-Release- available List)*
- *Coordinate and monitor the maintenance team regarding the breakdown fleet, whether it was an accident or needs maintenance, so can playing to saving company cost and avoid customer waste time.*
- *Coordinate with the warehouse operation team to be sure that the receipt of spare parts, storage area, and picking of inventory, as well as ensure that the warehouse is safe and efficient.*
- *Identifying and implementing process improvements and looking for ways to improve efficiency and reduce costs in transportation.*
- *Working as a key player in ensuring that the shipments are delivered to the right place at the right time and in the right condition.*

- Managing driver's allocation for all transactions of vehicles and dispatch.
- Distribution the fleet as per the business need and ability to customize as per the customer requirements.
- Familiar and Experience in the best utilizing Fleet Management software to manage vehicle information, maintenance schedules, and expenses, such as (ERP system – GBS Tracking system).
- Manage the decision of trucks binding and disbanding as the business needs.
- the relationship between the company and each other's customers by implementing orders in a faster manner, taking into consideration the company policy.
- Negotiation with clients to reduce any deductions in invoices or avoid any waste of time.
- Relationships with customers to get sustainability and loyalty, on the other hand good communication with stakeholders.
- Ability to plan, organize and direct the work of skilled, semi-skilled, and unskilled employees engaged in repair and maintenance of vehicles and equipment.
- Vehicle's timesheet.
- Build and update the transportation planning.
- Monitor and supervise the Idle report regarding trucks without going on trips.
- Distribute drivers on the sites according to their productivity and implement customer requirements
- Vehicles and car replacement.
- Monitor and follow the fleet accident, reporting, and follow-up to be up to date for vehicles.
- Coordinate with the logistics team for their priority deliveries and ensure the readiness of required. vehicles.
- Annual inventory for equipment & trailers.
- Provides projects department all drivers move and non-move trucks.
- Responsible that all collections scheduled to reach the target site on time.
- Ensure fleet availability to meet all requests by scheduling and forecasting.
- Prepares, compiles, and submits reports on work activities, operations, productivity.
- Develop a plan for preventive maintenance for the whole fleet.

Staff management: -

- Ensure drivers wear clean uniforms and full PPE whenever required.
- Ensure drivers respect the policy and rules of the company.
- Control and validate timesheets/bills for each driver.
- Gather leave requests in proper form and forward information to the logistics manager.

Planning & Booking Management: -

- Organize planning for all the usual crew transport.
- Organize daily Shuttle between the main areas during peak season.
- Contact/Book vehicles/drivers to subcontractor in case fleet are not available.
- Optimize project deliveries: routing/maps/contact details on site/delivery planning (Each driver must get all data beforehand to leave the yard).
- Responsible for following all deliveries coming out of our facilities until reaching the target site.
- Responsible that all collections scheduled to reach the target site on time.

Skills:

- Ability to work managerially, supervision, and track multiple processes.
- Experience with large well-known or international companies.
- Distribution management tasks.
- Projects Management.
- ERP Management

✓ Previous experiences: -

(Mar 2016_ Nov 2016) Implementation Consultant Team on Alpha Group E.R.B System

(June.2009 – Feb 2016) Delta Textile Egypt International - Free Zone- Nasr city, Cairo...

As well as that I am familiar with most of the E.R.B system under Oracle. this for Example (Al- Moutkamel E.R.B - Alpha Program E.R.B – Axapta E.R.B) for all types of modules (Fleet Management, payable account, Personnel Admin, and Payroll Admin).

Work as consultant Implementation in Alpha ERP Group System: -

- Implementation of Alpha AX ERP system for the following modules: HR, (Personal& Payroll).
- System analysis of the manufacturing system and the relevant costing and quality control functions.
- Verifying business process integration provided by the ERP system against the actual business needs.
- Analysis of system customization requirements.
- System analysis, implementation, and coordination tasks.
- Decision support reporting for top management.
- End-user training and support.

Work as HR- Payroll Supervisor in Delta Galil Industries International company: -

Policies & employment law management:

- prepare all internal policies, work templates sheets and contracts.
- Responsible for applying social insurance procedures and sheets.

- Personnel management:

- update, prepare and maintain payroll system, monthly salaries sheets, overtime sheets attendance system, attendance devices, vacations system, annual vacations balance tracking system, employees IDs and records & files up-to-date system.

- Compensation & benefits management:

- My role is to calculate all our company's employees' wages, compensation and benefits then we calculate payroll taxes, social security and other deductions. Finally, we transfer their net salary to their bank accounts and then send them their payroll receipts online through both intranet and internet.

- Responsible for updating and preparing medical, social insurances system, allowances, benefits & differentials system, transportation allowances.

- Keeping track of all changes to any employee compensation details during the month.

- The ability to interact effectively with others and handle multiple tasks with tight deadlines.

✓ **Education & Qualification**

- 2004-2008 Bachelor Delta Academy for Computer Science and Business Administration.
- General Grade: Pass.
- Project: very Good

✓ **Computer Skills**

- Oracle E.R.P System
- Windows all versions, and common related programs
- Office (Word – Excel – PowerPoint – Microsoft Outlook)
- Internet-related programs
- Excellent communication and organizational skills
- Strong analytical skills and ability to exercise creative problem-solving techniques.
- The ability to interact effectively with others and handles multiple tasks with tight deadlines.

✓ **Language:**

Arabic: Mother Tong

English: V. Good

✓ **Personal Data**

Date of Birth: 9/8/1987

Place of Birth: Cairo

Nationality: Egyptian

Marital Status: Married

