



# MOHAMMAD REDOY

## FLEET COORDINATOR

### CONTACT

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📍 Dammam, Saudi Arabia

### EDUCATION

**2022**

**Bachelor of Management**

- National University of Bangladesh

**2020**

**Higher Secondary School Certificate**

- Rajbari Govt. College

### SKILLS

- Transportation Management
- Communication Skills
- Problem Solving Ability
- Technology Utilization, MS Office, JD Edwards, GPS
- Collaboration Skills
- Effective Communication
- Customer Service Organization
- Teamwork

### LANGUAGES

- English (Fluent)
- Arabic (Conversational)
- Hindi (Fluent)
- Urdu (Conversational)
- Bangla (Native)

### PROFILE

Experienced and detail-oriented Fleet Coordinator with 2 years of proven success in managing vehicle fleets, optimizing logistics, and ensuring regulatory compliance. Skilled in coordinating maintenance schedules, monitoring vehicle performance, and improving fleet efficiency to reduce operational costs. Strong communicator with the ability to work collaboratively with drivers, vendors, and management to ensure seamless fleet operations. Committed to safety, punctuality, and maximizing fleet productivity through proactive planning and problem-solving.

### WORK EXPERIENCE

**AI Rashed Transport Company**

2023 - PRESENT

Fleet Coordinator

- Coordinated daily operations of a fleet of [number] vehicles, ensuring optimal utilization and timely dispatch.
- Monitored vehicle performance, maintenance schedules, and ensured compliance with safety standards.
- Handled driver scheduling, route planning, and logistics to reduce downtime and increase efficiency.
- Managed records of vehicle registration, insurance, inspections, and repairs.
- Collaborated with vendors and service providers for repairs, fuel supply, and spare parts.

Operations Coordinator

- Supported daily logistics and operational activities across multiple departments.
- Coordinated between fleet, warehouse, and customer service teams to streamline deliveries.
- Prepared reports on fleet usage, expenses, and delivery performance.
- Assisted in implementing policies to improve workflow and reduce operational costs.

Fuel Management

- Oversaw fuel procurement, storage, and distribution for fleet operations.
- Maintained accurate fuel usage records and analyzed consumption trends to prevent losses.
- Implemented fuel monitoring systems and ensured compliance with environmental regulations.
- Worked with finance to reconcile fuel expenses and manage fuel cards.

### REFERENCE

**Reference available upon request**