

# NOWSHATH ALI

## Yard Supervisor and Administrator Officer

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### Professional summary

As a Yard Supervisor and Administrator Officer with 10 years of experience, I have consistently demonstrated strong leadership skills and a keen eye for detail. I have successfully managed a team of 20 employees, ensuring efficient operation of yard activities and timely completion of administrative tasks. My biggest achievement in this role was implementing a new inventory tracking system which resulted in a 20% increase in productivity and a significant reduction in errors. My dedication to organization, communication, and problem-solving has allowed me to excel in both my supervisory and administrative duties. With exceptional time management skills and the ability to adapt to changing environments, I am confident in my ability to contribute positively to any organization.

### Experience

June 2015 - January 2025

#### **Yard Supervisor and Administrator Officer**

Saud Mohammed Al-Babtain  
Transportation Est., Saudi Arabia, Dammam

During my time as a Yard Supervisor and Administrator Officer at Saud Mohammed Al-Babtain Transportation Est. in Saudi Arabia, I was responsible for overseeing the daily operations of the yard and ensuring efficient transportation services for clients.

- Managed a team of yard workers and drivers
- Maintained accurate records and reports
- Coordinated with clients to meet transportation needs
- Ensured compliance with safety regulations
- Organized and maintained inventory of vehicles and equipment
- Trained new employees on company policies and procedures
- Invoice preparing
- Petty cash handling

### Education

2009 - 2012

**B.com, St.Joseph's Art and Science College, India, Cuddalore**

### Skills

Problem Solving	
Time Management	
Inventory Management	
Record Keeping	

### Hobbies

- Cooking
- Traveling
- Reading

### Languages

- Tamil
- English
- Hindi
- Arabic

### Courses

August 2013

**Tamilnadu Advanced Technical Training Institute., Diploma in Office Automation**

## Personal info

- Date of birth: **20 March 1991**
- Place of birth: **Cuddalore**
- Nationality: **Indian**
- Driving licence: **Four wheel**