

NOWSHATH ALI

Yard Supervisor and Administrator Officer

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India, Cuddalore, Muslim Mettu
Street, 607105

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- Babbain
Transportation Est., Saudi
Arabia, Dammam

During my time as a Yard Supervisor and Administrator Officer at Saud Mohammed Al-Babbain 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**