

A S I F A H M E D

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Objective:

Seeking an official environment to utilize my job related experience to secure a responsible & challenging position in capacity where I am contribute to the growth of perspective employer.

Worked with **Al Salem Travel & Tourism Company**. Dammam in Saudi Arabia as a **Logistic Transport supervisor** from 16 Nov 2018 to 30 Dec 2021.

Worked on **Afaqy GPS Tracking System**. Monitoring vehicle through Video live & GPS tracking system. Near 231 vehicles & Maintenance.



Worked on **Mobi Info LED Sing Board Software**. For showing the route Direction. All Buses Route Destination via etc.



Experience:

I have 3+ year experience as a Logistic Coordinator, Supervisor in Al Salem Logistic Transport & Tourism Company Dammam KSA.

Job Professional Responsibilities:

- Joining of new Employees with their complete personal eateries in CLIENT & maintains their personal
- Files& finally post their joining reports to the Head Office.
- Finalize the management attendance as per bio metric system generated record & post to Head Office.
- Maintain the vehicles daily basis and solve daily basis problem.
- Finalize the Payroll of workers for every month & post to the Head Office to clear the Finance and get paid.
- Supervise Transport Drivers and set schedules.

- Maintain the expenses of vehicle and refueling of vehicle
- To make sure safety of employees, drivers and vehicle and take precautionary measure to reduce Safety risk.
- Risk management (in case of emergency).

Indian Experience

Working with KTS Transportation & Logistic Services Pvt Ltd. From Feb 2022 to Still in Service.

- Plan delivery routes.
- Dispatch drivers to complete deliveries.
- Record shipment details on the computer system.
- Review driver logs.
- Respond to client feedback or complaints.
- Prepare pay slips for drivers.
- Establish and maintain long term customer relationships. Building trust and respect by consistently meeting and exceeding expectations
- Ensure clients receive supplies on time.
- Organize and manage route scheduling, ensuring safe, fast and cost effective paths are utilized.
- Communicate with clients regarding product and vendor availability.
- Review requisitions and shipping orders.
- Keep accurate expense and mileage records.
- Track vehicle on GPS Tracking system.

Al Salem Transportation & Tourism co.

Duration: Nov 2018 to Dec 2021.

Company: AL Salem Travels and transportation Co.

Position Logistic Coordinator& supervisor

Training & Certificates

1: Post Graduate Diploma in Computer Application” From Intech Institute Gulbarga.

- 2 : Computer Hardware & Networking (Indian Institute of Hardware Technology Limited Bangalore)
- 3 : MCSA certification training (Microsoft Certified System Administrator)
- 3 : Microsoft 2003 server system Administrator.
- 3 : Valid Indian Driving License

Academics

Higher Secondary Certificate (HSC Science)

Karnataka Education Society

Diploma in Mechanical from AIMS Management& Technology.

Karnataka Secondary Education Examination Board (S.S.L.C)

Computer Skills

Complete Command on

- Microsoft Windows 7.0, Windows 8 and 10.
- Microsoft Office 07, Microsoft Office 10.
- Power Point, Net Browsing and email handling.

Passport Detail's

- Passport No. : U-0038009
- Date of Issue. : 06.04.2021
- Date of Expiry. : 05.04.2031
- Place of Issue. : RIYADH

Personal Information

Father Name: Naseer Ahmed
Date of Birth: 04MAY, 1986
Nationality Indian
Marital Status Married
Religion: Islam

Language

Well Understanding and fluent speaking

- English
- Arabic
- Urdu / Hindi