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PROFESSIONAL SUMMARY

- Worked in Logistics & Transportation Industry for 16 years in various positions.
- Career fields from Truck Dispatcher, Transport Coordinator, Fleet Asset Controller, Procurement Officer, Logistics Coordinator & GPS Tracking Administrator.
- Proficient in MS Office using Outlook, Word, Excel, and PowerPoint.
- Knowledgeable in ERP, Oracle, and other system applications.
- Can communicate well in English both oral and written.
- Hardworking, team-oriented, adaptable, and goal achiever.

WORK EXPERIENCE

Vehicle Traffic Controller

Sep 2023 - Present

Al Shalawi International Logistics • Dammam, Saudi Arabia

- Supervise GPS offline and coordinate with service providers to conduct maintenance.
- Ensure the accurate and timely tracking of vehicles and equipment using the GPS system.
- Tracking and monitoring the trucks and trailers to know the current activity or movement in GCC areas (Whole Middle East).
- Generating the daily reports from the tracking system and ERP such as trip reports, vehicle idle reports, overspeeding, harsh braking, downtime, and other relevant reports.
- Providing technical support to the operations team for their fleet.
- Assigned the vehicle and driver in the fleet management system.

Logistics Coordinator

Apr 2018 - Apr 2020

Almajdouie Group • Dammam, Saudi Arabia

- Coordinates the shipping lines and clients for the demands of shipping containers.
- Data entry of the released and received shipping containers through the ERP Oracle System.
- Generating daily reports for the quantity of the released and received shipping containers.
- Prepare the inventory for the utilization of shipping containers and organize to maintain good housekeeping in the terminal.
- Supervise the truck drivers for the delivery and prepare relevant documents.
- Prepares daily and monthly reports for the shipping containers movement through MS Excel & Oracle Systems.

Fleet Asset Controller

Mar 2013 - Apr 2018

Almajdouie Group • Dammam, Saudi Arabia

- Monitors the renewal and expiration of the vehicle registration, weighing permit, vehicle

insurance, & vehicle inspection report of almost 1,000 vehicles.

- Check the condition of trucks, trailers, cars, and heavy equipment for proper utilization.
- Data entry of the vehicle documents, accident report & maintenance records.
- Monitors vehicle movements through a vehicle tracking system or VTS to monitor driver performance, and remotely control the fleet against vehicle theft, fuel pilferage, and overspeeding & harsh braking.
- Come up with technical support and fuel consumption monitoring.
- Updates daily reports in the system for the utilized fleet assigned.

Operations Dispatcher

Oct 2006 - Feb 2013

Almajdouie Group • Dammam, Saudi Arabia

- Coordinates the client with the delivery of the products (Industrial & Medical Gases) and executes the delivery on time.
- Tracking the shipments through transit time, ETA & POD, etc.
- Prepares relevant documents such as delivery notes, gate passes, etc., and dispatched.
- Data entry of daily trip reports, truck movements & creating workshop job requests.
- Handles petty cash for operational expenditures and prepares petty cash vouchers.
- Prepares driver's trip allowance, performance bonus, monthly KPI, and fuel consumption report against mileage and total liters.
- Route planning, scheduling & organizing

Transport Coordinator

Nov 2005 - May 2006

Deployment Systems • Manila, Philippines

- Coordinate with the clients for their truck demand and execute the delivery on time.
- Supervise the truck drivers for their delivery with problem-solving and decision-making.
- Prepares relevant documents, dispatches trucks, and maintains the records.
- Data entry of daily trip reports and monitoring truck movements.
- Handles petty cash for operational expenditures.
- Route planning, scheduling & organizing.

Warehouse Checker

Mar 2005 - Oct 2005

Deployment Systems • Manila, Philippines

- Checks product expiration (Food & Beverages) with the FIFO method.
- Prepare the daily inventory, product counting, and tallying.
- Cross-check the outgoing products by physical checking and recounting.
- Organize and maintain (5S method) good housekeeping in the warehouse & loading bay.
- Instruct the forklift operator and pickers on the daily picklist.
- Maintains the relevant documents.

EDUCATION

College

Jun 1993 - Mar 1995

Philippine Maritime Institute • Quezon City, Philippines

I took a Marine Engineering course but did not graduate.

Secondary

Lagro High School • Quezon City, Philippines

Jun 1987 - Apr 1992

Primary

Fairview Elementary School • Quezon City

Jun 1981 - Mar 1987

SKILLS

- Computer literate using MS Office such as Outlook, Word, Excel, PowerPoint, ERP, and other applications.
- Can communicate well in English both orally and written.
- Dealing with clients and customer service.
- Determined, Dynamic, Team-oriented, and self-driven.
- Problem-solving, decision-making, and analytical skills.
- Car driving with a valid Philippine & Saudi Arabia driving license

AWARDS AND HONOURS

Best Employee

2010

- This prestigious award is given individually to an outstanding employee with a significant contribution to the company.