**Rajinder Pal**

**Mobile No:** +91-8872668838, 8146238168 (Punjab, India).

**Email: -**[**rajwinder.kohli27@gmail.com**](mailto:rajwinder.kohli27@gmail.com)

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Address: - VPO - Bhanupali, Tehsil:-Nangal, District: - Rupnagar, Punjab (INDIA) 140133

**Skills:-**

Transport Professional with over Five years of internationals experience in Transport, Vehicle Maintenance & Administration. Versatile, bilingual professional with management experience ranging in size from small private projects to full scale multi-million dollar high profile corporate Transportation projects. Ability to oversee and manage hundreds of individuals while ensuring timely completion of project deadlines all while remaining on or under budget. I am a graduate from Kurukshtra University and good computer skills**.**

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**Educational Qualification:-**

* Matriculation from Haryana Board, Bhiwani. (Haryana) (India)
* 10+2 from Haryana Board, Bhiwani. (Haryana) (India)
* Graduation from Kurukshtra University, Kurukshtra (Haryana) (India)

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**Work History:-**

International Experience:-

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| 1 | Site Transport & Workshop In- charge | M/S Jambo Transporte, Demonic Republic Congo, East Africa |
| 2 | Site Transport & Workshop Supervisor | M/S Marmul Contraction & Engg L.L.C Muscat, Oman |
| *3* | Transport Analyst | Supreme Food Service, Afghanistan |
| 4 | H.R. Coordinator | Dubai Nova Constructions &Engg. L.L.C, Dubai, UAE. |

Indian Experience:-

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| --- | --- | --- |
| 1 | Computer Operator | Election Commission of India, Nawanshahr office (Punjab) India |
| 2 | Computer Operator | Canteen Store Department (Ministry of Defense) India. |

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**Brief Employment History**:-

1. Site Transport & Workshop In-charge

Jambo Transporte, Demonic Republic Congo, East Africa, Aug2015 to May2016.

* In charge of the day to day operations of the transport department.
* Efficiently managing a team of drivers, Operators and Mechanics vehicles.
* Responsible for all of the dispatching, routing, and tracking of delivery vehicles.
* Ensuring company compliance of all transport policies, legislation and procedures.
* Managing, monitoring and developing a team of drivers and Mechanics.
* Involved in strategic development and strategy making.
* Making sure that all transport fleet vehicles are properly maintained and serviced.
* Arranging for the induction and training off all new staff.
* Developing and nurturing customer relationships.
* Maintaining accurate administrative records.
* Organizing vehicle checks,Identifying operational issues, potential problems and opportunities.
* Resolving and managing queries and complaints courteously and efficiently.
* Appraising staff performance and also taking disciplinary measures when required.
* Ensuring all site and customer objectives are achieved.

1. Site Transport & Workshop Supervisor:-

M/S Marmul Contraction & Engg L.L.C Muscat, Oman Jan 2015 to April 2015.

* To ensure the efficient and effective use of staff, workshop/body-shop facilities and equipment.
* To determine priorities and allocate work to workshop/body-shop staff.
* To ensure service and repair targets are met.
* To liaise with the Plant Manager on issues affecting availability of parts, and to take responsibility for parts.
* To communicate with external repair agencies as necessary.
* Efficiently managing a team of drivers and vehicles. Responsible for all of the dispatching, routing, and tracking of delivery vehicles.
* Ensuring company compliance of all transport policies, legislation and procedures to do.
* Being the first point of contact for all drivers.
* Making sure that all transport fleet vehicles are properly maintained and serviced.
* Organizing vehicle checks, Identifying operational issues, potential problems and opportunities.
* Resolving and managing queries and complaints courteously and efficiently.

1. Transport Analyst**: -**

Supreme Logistics**, Kabul,** Afghanistan- July 2010 to May 2012.

* + Approving Time sheets for delivery
  + Signing payment vouchers
  + Monitoring Cargo Movement through tracking system
  + Issuing fuel cards to drivers
  + Developing new duty rosters for drivers
  + Scheduling maintenance charts for all vehicles
  + Preparing daily vehicle movements reports
  + Preparing daily Schedule for dry/ frozen and chillers Trucks
  + Preparing daily truck dispatch checklist
  + Analyze the reports through COMS & WMS
  + Analyze the Transporter Invoices Before processing for payment.
  + Payments to Transporters working for Supreme Food Service Afghanistan
  + Preparing PO & Payment Vouchers of Transporters Invoices and Approval.
  + Maintaining the record of Transporters billing
  + Reconcile and analyze the data received from Dispatch team with transporters Invoices
  + Point of contact for Transporters Billing queries.
  + Follow up with Finance manager for monthly billing to customer & preparing report for central Finance.
  + Handle the outbound and Inbound billing data
  + Handle the outgoing and incoming correspondence of Finance department of transport related.

1. H.R. Coordinator: **-**

Dubai Nova Constructions & Engg. Co. L.L.C, Dubai, UAE Oct 2007 to Dec. 2009**.**

* Maintains Department office area in an organized and professional manner.
* Coordinates activities, information meetings, and various training programs.
* Implements and maintains filing system, both paper and computer.
* Provides administrative support in the preparation of correspondence, reports, schedules, confidential materials and various employee issues
* Answers the telephone in a professional manner and assists internal guests with any questions, directions to the property, etc
* Assists candidates to post their resume on line.
* Assists the HR Director with the recruitment, interviewing, and selection processes and sends appropriate correspondence to all applicants in a timely manner.
* Maintains a daily log of important information to share with the department
* Support the department implementing training and development programs to ensure optimal company-wide performance
* Plans and assists conducting monthly new hire orientation programs
* Assists in development of new programs and services as they relate to Human Resources.
* Assists in development of Personnel Policies and Procedures
* Assists in implementing changes to effect continual improvement in services provided; and complies with regulatory and legal requirements.
* Processing Visas & Visa Cancellation, Absconder Declaration.
  + Processing Travel documents (Tickets, Hotel Booking & Visas)
  + Maintaining the personal files of 13000 workers
  + Preparing payroll and benefits of 13000 workers
  + Handle the complaints of workers and client companies

1. Computer Operator:-

Election commission of India, 7th January 2006 to October 2007.

* + Making voter card of every voters in Nawanshahr District in behalf of Election Commission of India.
  + Preparing the voter sheet of the Nawanshahr district.
  + Keeping the record of voter sheet every month.
  + Amendment of currant voter rolls like addition & subtraction of voters
  + Upload the data at the time of voting held in Nawanshar district in election commission official website.

1. Computer Operator:-

Canteen Store Department (Ministry of Defense India), Dec. 2001 to Aug.2005.

* + Generating invoices through the specific software modified by the Department of vehicle sold by Canteen store department to the army personals.
  + Collating the monthly report of sold items.
  + Maintenance of computers & software of the CSD.
  + Reconcile the data with the accounts department and the suppliers.
  + Checking the forms of request received from the army personal for the vehicle & other house hold items prior to delivery of items.
  + Communicate with all army personal for their quarries.
  + Preparing the rates and index no of all the items sold by CSD depot Ambala.
  + Maintain the record of sold items request forms day by day.

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**Professional Qualification:-**

* One year Software Diploma from Star computer, Ambala Cantt, (Haryana) India.
* One year advance Software Diploma from Haryana State elect. Development Co-op Chandigarh. (Haryana) India.

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**Personal information: -**

Place of Birth : Anandpur Sahib (Punjab)

Date of Birth : June07, 1979.

Marital Status : Married

Father’s Name : Ram Kishan

Passport No : P0860537

Religion : Hindu

Language : Hindi, English, Sawayli(French) &Punjabi

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**References:-**

1. Steve Sutcliff

General Manager – Security   
Supreme Logistics

[**steve.sutcliffe@supreme-group.net**](mailto:steve.sutcliffe@supreme-group.net)

1. Nigel Emms

Operations Manager- Convoy Planning  
Supreme Logistics

[**nigel.emms@supreme-group.net**](mailto:steve.sutcliffe@supreme-group.net)

1. David Allison

Convoy Planning (Compliance)

Supreme Group

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1. Harish Joshi

Sr. Plant Manager

Marmul Contracting & Engg Co Oman

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+91-9997666504-India

1. Mr. Paul Krishanmoorthy

Transport Director

Jambo Transporte, DRC

+243-976968384

+243-998610122

I hereby certify that all of the above information are true and correct to the best of my knowledge and belief.

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Rajinder Pal

Applicant’s signature Place: - Nangal Dam (India)