

Curriculum Vitae

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Summary

A highly motivated and self driven Operations / Administrative & Logistics Supervisor / Manager with over 20 years of experience in business, finance and event operations. By nature, a diverse, service oriented, flexible, attentive to detail team player, and highly trusted individual with strong collaborative and leadership skills, ensuring the highest levels of productivity. Expertise working in India & Middle East as well as across various time zones. **I love getting stuck into a new challenge, working with new people, reaching new targets and pushing myself to achieve new goals.**

Areas of Expertise

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|------------------------|-------------------------------|-------------------------|
| • Project Management | Strong communication | Finance Management |
| • Event Management | Roster Management | Excellent Organiser |
| • Logistics Management | Corporate & Event Hospitality | Team Management |
| • Transport Management | Inventory Management | Strong Analytics Skills |

Personal Details

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| • Date of Birth: 4 th June 1976 | • Nationality: Indian (Mumbai) | • Visa status: Husband's sponsorship |
| • Availability: Immedaite | • Languages: English, Hindi | • Driving License: Valid UAE licence |

Educational Qualification

Bachelors of Commerce, Mumbai University - Mumbai, Maharashtra - India – 1996

Work Experience

Aug 22 to present - Asst Venue Logistics Manager – Host Broadcast Services (FIFA World Cup QATAR 2022)

- Maintain effective communication on the activities of the department with internal and external stakeholders by making sure relevant updates are followed; attend the business communication meetings to ensure effective business collaboration established.
- Based at the International Broadcast Centre in Doha responsible for all logistics to and from IBC
- Coordinating distribution of Broadcast equipment to the 8 Stadiums.
- Point person for HBS International Travel Team, liaising on a day-to-day basis to develop effective communication systems to successfully coordinate staff pickups from airport, hotels and to venues.
- **Roster Management** - Managing the schedule and roster of 14 drivers and the Logistics Management Team for collections 24 hours a day prior, during and after match days.
- Oversee the accommodation program with the support of the Accommodation Team
- Pre, day-of, and post-match logistics coordination
- **Transport Mnmngt** - On request transports of small equipment and staff to venues
- Support the Service Team on the vehicles handover (185 Vehicles)
- Performed budget management tasks such as monitoring company performance against estimates . Lead the budget management department into the preparation and management of financial planning and analysis activities.
- **Mobilexpense** - Capture expenses, add receipts and allowances, create mileages, and import credit card transactions in just a few taps
- Help on the uniforms distribution for 2500 HBS Staff
- Support the Orientation Team on the “Orientation Journey”- The process for 2500 Staff

Aug 2021 to April 2022
Dubai UAE

Operations Sr. Coordinator EXPO2020 – David Atkins Enterprises –

- Manage logistics team in delivery of operational and transportation logistics for cast, International participants, and FF&E services for Dubai Expo 2020.
- Liaise with logistic service providers and vendors to ensure fulfilment of transportation needs.
- Responsible for team member training, performance management and compliance with company and client (Expo) policies and procedures.
- Work alongside show callers and event programming in Control Room to substitute Managers at times to communicate transportation status and or reschedule movement in real-time.
- Supervised three Junior Coordinators and 16 Logistics crew coordinating the load in, operations, and load out of events conducted at Expo 2020.
- Collaborate with departmental planning and administration matters, execute day-to day operations ensuring assigned responsibilities are delivered on time and to the highest standards.
- Organizing and managing inventory, storage, and transportation.
- Venue Management - Handle venue bookings, supervise all operations, and ensure that the location is safe and equipped for hosting events.
- Reviewing, preparing, and routing purchase orders and managing petty cash.
- Sourcing and purchasing equipment for the operations team and ensuring safe and timely pick up and delivery of shipments.
- Assisting other operational roles as required – logistics, catering, transport, site set up
- Assist with Health & Safety training, stage briefings, wind readings and toolbox safety meetings to other Functional Areas within DAE
- Petty Cash Management – Manage petty cash for all requirements and expense pertaining to event logistics.
- **Roster Management** - Administer all staff rosters for 25 Logistic team members

Snapshot

Apr 2021 – Jul 2021	Business Operations Exec.	UIS & AAG – Taaleem Group – Dubai
Feb 2015 – Feb 2021	Head of Business & Administration	TSPS – Britus Education – Dubai
Jun 2012 – Jun 2014	School Administrator	SIA – SIG Group – Dubai
Sep 2014-Jan 2015	Admin Manager	Capital Marketing - Dubai
Oct 2009 – Oct 2011	Admin Manager	Mudra Communications – India
Sep 2006 – Aug 2009	Admin Manager	Digicable Network – India
Jul-1997 – Jul 2006	Secretary / Admin Executive	Al Ajwad International - Dubai

As Head of Business and Administration,

My scope of work included leading all the non academic functions of the school including Procurement, HR, FM, Finance, IT, Transportation & Marketing. Led and managed a team of over 22 Members. My responsibilities are mentioned below:

Leadership & Strategy

- Attend Senior Management/Leadership Team & committee meetings with Principal and Britus.
- Negotiate and contribute towards strategic decision making within the school's Senior Management /Leadership Team
- Responsible for the school site and facilities and the management of non-academic departments of the school.

Financial Resource Management

- Evaluate information and consult with the Principal & Finance to prepare a realistic and balanced budget for school activity.
- Propose revisions to the budget if necessary, in response to significant or unforeseen developments.
- Handling accounts receivable and Payables
- Maximize income through lettings and other activities.

Logistics & Transportation

- Allocate and manage staff resources and staff according to changing needs
- Negotiate with transportation companies about rates or service levels; prepare documents; review invoices and customs documents.
- Resolve issues with suppliers, customers, transportation companies or employees.
- Develop business by gaining new contracts, analysing logistical problems and producing new solutions
- Overseeing the day to day running of the Transportation Department, ensuring a safe and reliable bus service to transport students to and from school. Developing strategies to ensure the efficient and cost-effective functioning of the service
- Logistics & Planning for school events

HR & Administration Management

- Ensure that the state and standard of premises, resources and equipment is maintained at the highest quality standards.
- Procurement of all Academy equipment & resources.
- Line management of all non-teaching staff including the office and administration, janitorial and cleaning, catering, school nursing, pupil support, technical and ICT support staff.
- Site management including security, health and safety, fire safety, repairs and maintenance.
- Assisting with the hiring, recruitment, training, and onboarding of new teachers.