



BABAR ALI

Date of birth: 15/02/1996 | **Nationality:** Indian | **Phone number:** (+966) 0553293361 (Mobile) | **Email address:** babarafsariimt@yahoo.com | **Address:** 250, Riyadh, Saudi Arabia (Home)

● ABOUT ME

Highly skilled transportation & logistics supervisor with over 6 years of experience in optimizing transportation routes, reducing costs, and increasing on-time deliveries. Proven track record in developing and implementing transportation policies and procedures. Experience of effectively running a successful transport function in a high pressure environment. Responsible for the transport and distribution operations and also for providing excellent standards of service, efficiency and performance through outstanding people management skills. Currently looking for a suitable transport supervisor opportunity to join a successful and growing business and to be part of their ongoing and continued success.

● WORK EXPERIENCE

10/01/2024 – CURRENT Riyadh, Saudi Arabia

TRANSPORTATION SUPERVISOR EL SEIF OPERATION AND MAINTENANCE (ESOM)

- Responsible for getting the right products in the right quantities, to the right locations all at the right time.
 - In charge of the day to day operations of the transport department.
 - Efficiently managing a team of drivers and vehicles.
 - Responsible for all of the dispatching, routing, and tracking of delivery vehicles.
 - Dispatching complex and oversized goods to national and international destinations.
 - Ensuring company compliance of all transport policies, legislation and procedures to do with tachograph and towing etc.
 - Managing, monitoring and developing a team of drivers and line managers.
 - Involved in strategic development and strategy making.
 - Being the first point of contact for all drivers.
 - Making sure that all transport fleet vehicles are properly maintained and serviced.
 - Arranging for the induction and training off all new staff.
 - Regularly liaising with the delivery manager to ensure a smooth running of both departments.
 - Developing and nurturing customer relationships.
 - Maintaining accurate administrative records.
 - Giving drivers a full debrief, including tacho analysis.
 - Organising 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.
- Responsible for all H&S investigations

15/08/2021 – 14/08/2022 Doha, Qatar

TRANSPORTATION SUPERVISOR AL JAZIRA GROUP

- Prepare and maintain transportation schedules and routes for drivers.
- Monitor driver and vehicle logs and schedules to ensure compliance with regulations.
- Ensure that all vehicles are properly serviced and maintained.
- Resolve any issues or problems that arise during the transportation process, including accidents or delays.
- Develop and implement transportation policies and procedures to ensure compliance with transportation regulations and company standards.
- Manage the budget for the transportation department and make recommendations for cost-saving measures.
- Provide training and development opportunities for drivers and dispatchers

**ADMINISTRATIVE ASSISTANT / TRANSPORTATION SUPERVISOR ABDULLAH,H,AL MUTAWA
HOLDING (SUB-CONTRACTOR SAUDI ARAMCO DAMMAM), SAUDI ARABIA**

- Monitor supply chains and shipments
 - Use SABER Portal through Get PCoC & SCoC Certificate.
 - Engage in regular communication with clients.
 - Use Saudi Armco Portal for Track and monitoring shipment for final product delivery.
 - Ensure timely schedules for client orders
 - Maintain accurate and consistent records
 - Address errors to promote client satisfaction
 - Manage inventory databases
 - Dispatch drivers to complete deliveries.
 - Record shipment details on the computer system.
 - Review driver evaluation.
 - Respond to client feedback or complaints.
 - Prepare payslips for drivers
 - Coordinate timely and accurate shipments
- Ensure accuracy of orders and shipping documents
- Identify and fix shipping errors
 - Prepare bills and invoices
 - Oversee production timelines
 - Receive orders and add to inventory
 - Answer and direct phone calls
 - Manage the reward aspect of all People policies.
 - Organize and schedule appointments and meetings
 - Maintain contact lists
 - Produce and distribute correspondence memos, letters, faxes, and forms • Assist in the preparation of regularly scheduled reports
 - Develop and maintain a filing system
 - Plan delivery routes.

09/09/2016 – 14/07/2018 Noida, India

TRANSPORTATION OFFICER HINDUSTAN UNILEVER PVT LTD

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EDUCATION AND TRAINING

13/06/2015 – 12/06/2017 Delhi, India

**MASTER OF BUSINESS ADMINISTRATIVE(MBA),SUPPLY CHAIN MANAGEMENT IIIMT
Management College**

11/08/2012 – 13/06/2015 Delhi, India

BACHELOR OF COMMERCE HONS Mohammad Ali Jauhar University

LANGUAGE SKILLS

Mother tongue(s): **HINDI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C1	C1	B2	C2	C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

• **DIGITAL SKILLS**

Microsoft Office (Outlook, Excel, Word, PowerPoint) | Social Media including Facebook , WhatsApp and Twitter

• **HOBBIES AND INTERESTS**

Drawing & Panting

• **COMMUNICATION AND INTERPERSONAL SKILLS**

English

Transport operations
Staff appraisals
Detail conscious
Safety compliance
Strategy and planning
Vehicle maintenance
Route planning
People management