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# MAHTAB ALAM

## PROFESSIONAL SUMMARY

Experienced in customs processes, freight forwarding and cargo and container management. Radio communication with RAIL loading offloading with reach stacker operator and planner yard management OCR gate in gate out Analytical problem-solver with skills in communication and critical thinking. Partners professionally with customers, vendors and government regulators to deliver shipments to destinations. Takes on challenging new role harnessing interpersonal skills, collaboration and problem-solving. Driven to deliver high-quality service and consistent results. Loyal employee with solid understanding of training and mentoring employees. Dedicated team player, proactive and hands-on in task completion. Energetic employee well-versed in strong communication and organisation skills. Seeks solutions to problems and applies extensive analytical knowledge to findings. Adept at multi-tasking, leading group discussions and managing projects. Hard-working [Custom messenger] with strong organisational skills. Achieves company goals through exceptional planning and prioritisation. Resourceful employee with outstanding knowledge to develop and maintain healthy customer pipeline. Consistently works to attract new business opportunities. Talent in administrative oversight, recruitment processes and customer service improvements. Committed manager with exceptional leadership, organisational skills and communication abilities leads high-performing cross-functional teams. Leads projects, company operations and business growth. Passionate[Custom messenger] with experience in data accuracy and management. Independent problem-solver focused on customer service and product development. Works well under tight deadlines.

## EDUCATION

Basic computer application  
**New siddhartha institute**

Certificate of Higher Education  
**Shree Shivbhari higher school**

## LANGUAGES

**Hindi** C2  
Proficient

**English** B2  
Upper intermediate

**Nepali** C2  
Proficient

**Urdu** C1

## SKILLS

- Vessel container operation
- Rail container operation
- Rail loading offloading
- Yard management
- Truck management
- Fleet management
- Truck traffic management
- Rail handover
- Creating safety environment
- Communicate with radio Rs operator and QC operator
- Excellent driving
- Valid driving license
- Customs Regulations
- Goal oriented
- Hazard container loading offloading safely
- Staff training and development
- Customer -Oriented
- Daily tool box
- Personnel development
- Customer Service
- Logistics management
- Customs Entries
- Compliance issues
- Documentation preparation
- Risk assessment
- Daily Report
- Order Assessment
- Safety inspections

- **Strategic thinker**
  - **Mathematical aptitude**
  - **Greeted Recipients, delivery packages and parcels and acquired proper signature for all deliveries,**
  - **Ms office expert**
  - **Safety training**
  - **Coordinating Efficient Routes**
  - **Route planning**
  - Critical thinking
  - Health and safety principles
  - Inventory storage
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## WORK HISTORY

December 2023 - Current

**Khalifa port rail terminal ( menpower Dulsoco company ) - Yard supervisor, Abu Dhabi UAE , UAE**

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- Yard management
- Rail loading offloading preparation
- Rail in and out from terminal
- Rail signal
- Truck loading offloading from yard
- Truck traffic management
- Fleet management
- Professional driving
- Safely driving
- Trucks traffic management in yard
- Container loading offloading from train
- Communicating with Etihad railway FFF team for Rail operation and train arrival for departure
- Communicate with Reach stacker operator for train loading offloading
- Reach stacker inspection
- Ground checking for train safety
- Supervised activities of workers and enforced safety regulations.
- Oversaw day-to-day activities of team, ensuring tasks were completed to high standard.
- Trained new hires and set up mentoring relationships to drive team performance.
- Managed daily planning of workplace operations, clearly communicating targets to staff for smooth, efficient task deliver
- Increased team productivity through effective staff planning, coordination and task delegation.
- Worked closely with management to manage staff levels and allocate resources for production plans
- Maintained documents and records to comply with internal policies and external regulations.
- Logged daily activities and notable incidents during production shifts.
- Directed work of labourers and specialist team members to produce quality results.

- Observed worker activities to assess safety compliance and identify enforcement gaps
- Managing all containers allocation
- Sending containers as a clients requirement in rail terminal
- Loading and offloading in rail keeping as per plan in rail locations
- Loaded and unloaded deliveries, verifying quantity and quality requirements against paperwork.
- Doing operation with reach stackers (RS) with
- Truck container loading on the train and offloading
- Yard management and keeping safe train coming and going safe in yard operation moments
- Safe operation
- Checking trucks get in and get out
- Monitor the terminal operation

August 2021 - December 2023

**. - khalifa port Cargo vessel and container supervisor, Dubai , UAE**

- Supervised activities of workers and enforced safety regulations
- Yardand vessel monitoring for smooth operation
- Radio communication with team
- Daily safety tool box talk
- Handling OOG CONTAINER
- BREAKBULK HANDLING
- heavy equipment daily record
- Vessel berthing position
- Communicate with vessel office for ship loading
- Damage container handling
- Problem solving
- Increased team productivity through effective staff planning, coordination and task delegation.
- Cargo inventory on daily basis and menpower to check performance

November 2019 - July 2021

**ADT terminal khalifa port - TALLY / FORMAN, Abu Dhabi , UAE**

- Maintained site health and safety compliance for safe, secure working environments.
- Updated work progress records for continued project monitoring.
- Loading offloading container From ship as per plan
- Communicate with QC crane operator for loading and discharging
- OOG HANDLING
- BREAKBULK handling
- Hazard container loading offloading
- Vessel hatch cover and sell gaurd inspection before starting operation
- Safety training
- Taraffic management
- Following safety rules and giving instructions to the labour to follow safety

- Communicate with planner and vessel supervisor
- Shift basis record submit to supervisor
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May 2020 - July 2021

**Cosco. Terminal khalifa port - TALLY FORMAN , Abu Dhabi , UAE**

- Vessel container loading offloading as per plan
  - Communicate with QC crane operator for loading offloading
  - OOG handing
  - BREAKBULK handling
  - Traffic management
  - Container inventory
  - Inventory all container in system and checking all container position
  - Shift basis record submit to supervisor
  - Safety training
  - Following sea port safety rules
  - Maintained site health and safety compliance for safe, secure working environments.
  - Updated work progress records for continued project monitoring.
  - Briefed teams on daily task requirements to meet project targets.
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## **ADDITIONAL INFORMATION**

I have car license also

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## **CAR LICENSE**

Name : MEHTAB ALAM MU  
License no: 1184200  
Issue date:03/07/2024  
Expire date:02/07/2026