



MUHAMMED SALEEL A T

LOGISTICS FLEET MANAGEMENT & DOCUMENTATION

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PROFILE

Results-driven logistics and fleet management professional with over 7 years of experience coordinating end-to-end supply chain operations across the Gulf region. Skilled in preparing quotations, work completion notes, LPOs, and invoices while ensuring compliance with corporate and regulatory standards. Adept at using MS Office, SAP, and Tally with fast typing skills (80 WPM) and a proactive approach to problem-solving. Fluent in English, Arabic, Hindi, and Malayalam, with a strong commitment to operational excellence and customer satisfaction.



PERSONAL VITAE

Date of Birth : 13/06/1995
Gender : Male
Nationality : Indian
Marital Status : Married



SKILLS

- Fleet Management
- Logistics Coordination
- Supply Chain Optimization
- Vehicle Dispatch & Routing
- IVMS Monitoring (Integrated Vehicle Monitoring Systems)
- SAP (Invoice & Financial Workflow)
- Work Completion & Rig Move Documentation
- LPO & Invoice Processing
- Subcontractor Coordination
- Transport Documentation Compliance
- Data Entry & Records Management
- Client Quotation Preparation
- Warehouse Coordination
- Vehicle Insurance & Registration (Mulkiya)
- Procurement Follow-up



WORK EXPERIENCE

AUG 2022 - MAY 2025

OPERATIONS COORDINATOR

TRUCKOMAN LLC, Oman

- Managed logistics operations for over 250+ fleet vehicles, ensuring optimal vehicle availability and uptime.
- Coordinated daily dispatch schedules based on customer requirements and load prioritization.
- Monitored chemical casing and tubing transport through Integrated Vehicle Monitoring Systems (IVMS) to ensure safety and compliance.
- Prepared and handed over Rig Move documentation to rig supervisors for seamless operations.
- Drafted accurate Work Completion Notes and ensured all service deliverables were documented and approved.
- Generated client quotations and maintained competitive pricing while aligning with service scope.
- Processed Local Purchase Orders (LPOs) and created TAX invoices, ensuring timely billing and revenue flow.
- Created and followed up on invoice approvals through SAP for both technical and financial checkpoints.
- Coordinated with the finance manager to streamline payment processing and resolve discrepancies.

NOV 2017 - MAY 2022

LOGISTICS EXECUTIVE

KV GROUP OF COMPANIES, Oman

- Supervised and scheduled logistics operations, ensuring timely dispatch and delivery of goods.
- Handled renewal of Mulkiya (vehicle registration) and processed insurance claims across the fleet.
- Maintained full documentation for all vehicle operations, driver records, and customer requirements.
- Coordinated with warehouse teams for loading/unloading, dispatch timing, and order accuracy.
- Prepared daily, weekly, and monthly logistics reports for management review.
- Managed placement of vehicles in coordination with in-house and third-party transport providers.
- Worked closely with suppliers and clients to align delivery timelines and minimize lead time.
- Implemented vehicle tracking and reporting systems to improve real-time monitoring.

JAN 2017 - SEP 2017

ACCOUNTING AND DATA ENTRY

GRAND STORES, Bangalore

- Maintained general ledger entries and supported monthly reconciliation tasks.
- Entered large volumes of transaction data with speed (80 WPM) and high accuracy.
- Managed vendor bills, purchase orders, and internal account tracking.
- Generated daily and weekly financial reports for departmental use.
- Ensured accuracy in inventory, purchase, and sales entries.
- Responded to accounting inquiries and supported the finance team during audits.
- Maintained hard and soft copies of documents with proper archiving.
- Assisted with GST, VAT, and other tax-related entries under supervision.
- Supported billing and receivables tracking across departments.



SOFTWARE PROFICIENCY

- Knowledge in MS Office, Excel
- SAP
- Basic knowledge in Tally.erp.09
- Basic knowledge in software and hardware.
- Typing speed to around 80 words per minute.



LANGUAGES

- English- Read, Write & Speak
- Malayalam- Read, Write & Speak
- Hindi- Read, Write & Speak
- Arabic- Read, Write & Speak



STRENGTHS

- Punctuality
- Ambitions hardworking & results
- Communication & Team Management
- Problem-Solving & Decision Making



AREAS OF INTERESTS

- Logistics
- Air Cargo
- Sales
- Warehousing
- Shipping
- Marketing Management



EDUCATION

Bachelor of Commerce (B.com) with Computer Application

Sir Syed Institute | Kannur University, Kerala, India | 2013 - 2016

Higher Secondary School Certificate (HSE-Grade 12)

CHMS GHSS Valapattanam | Kerala State syllabus



ACHIVEMENTS RECOGNITIONS

- Social activities in college.
- Logistics Department Employ of the year- 2019, 2020
- Shukran award from RMG & ICH Projects



DECLARATION

I hereby declare that the information furnished above is true to the best of my knowledge. I understand that any discrepancies found in the provided information may lead to the rejection of my application or termination of employment

MUHAMMED SALEEL A T