



PROFILE

Detail-oriented Transportation Coordinator with over 6 years of experience scheduling and managing fleet of up to 25 vehicles for diverse organizations. Practiced in leading teams of drivers in timely and quality shipment of products for diverse customers.

CONTACT

PHONE:
+971559667412

EMAIL:
althaf.ameen999@gmail.com

LINKEDIN:
[linkedin.com/in/althaf-ameen-karutha-kunnath-1097b8b6](https://www.linkedin.com/in/althaf-ameen-karutha-kunnath-1097b8b6)

PERSONAL DETAILS

DOB:05/09/1992
MARITAL STATUS: Married

LANGUAGE

English
Hindi
Malayalam

ALTHAF AMEEN KARUTHA KUNNATH

Transport Coordinator

WORK EXPERIENCE

MARITIME AND MERCANTILE INTERNATIONAL LLC (MMI), DUBAI

Transport Coordinator

October 2015–October 2020

- Ensure to dispatch all company drivers on time.
- Ensure to receive all phone calls from drivers any hour in day.
- Ensure to track routes to assure on time deliveries to enterprise customers.
- Review and arrange all transportation paperwork inclusive of driver logs, trip reports and invoices.
- Record accurately tractor mileages essential for fuel tax monthly and quarterly reporting.
- Record entire mileages for sub as well as rental equipment for Aim and Conway.
- Review driver's hours properly and submit apt timecards to payroll.
- Perform in collaboration with Transportation Manager to enhance load capacity and reduce damaged merchandise and loading errors.
- Trace all the appropriated trucks through Samtech Middleast and reporting.
- Ensure to report late back trucks details to transport manager.
- Handle staff's annual leave planning.
- Support management team to supervise transportation personnel.
- Ensure compliance to all security as well as operational procedures.
- Assisted with employee relations issues, addressing disciplinaries, grievances and absences.

EDUCATION

Exceed Better Employee

2009 - 2011
Advanced Diploma in Interior Designing, India

Government Boys Higher Secondary School

2007 - 2009
Board of Higher Secondary Examination, India

SKILLS

MS Office & MS Dynamics AX3 Software.
Route planning.
Driver coordination.
Daily KPI reporting.
Invoice processing.
Driver schedule coordination.
Documentation review.
Computer literacy.