



MANSOOR HAMID

Personal Data:

Date of Birth: 04th March, 1989
 Age: 34
 Sex: Male
 Nationality: Pakistan
 Marital Status: Married
 Passport No: **BC6279593**
 Place of Issue: Abu Dhabi
 Date of Expiry: 18th Sep, 2029
 Visa type: Employment

UAE Driving License available
(LTV)

Languages Known: English,
Punjabi, Hindi, Urdu & Arabic
(Basic)

Contact No: +971-544402203

E-Mail:

mansoor.hamid@hotmail.com

Reference:

Mr. Narayan Gaire
Shift Manager

Supply Chain – MICCO

Abu Dhabi- UAE
Mob: +971-54-3074479



Mr. Nabeel Chaudhary
CEO@ AL SAFA Transport L.L.C
Dubai- UAE
Mob: +971 50 7366178



Mr. Abdul Rahman Al Maskari
Superintendent - Logistic -



E-Mail:

abduhrahman.almaskari@adports.ae

Objective:

To obtain a management position in a challenging and performance driven environment in the Transportation/Logistics & supply chain industry that will utilize my skills, experience and education to achieve highest level of competence, proficiency and operational excellence in my profession. I would like to be a part of highly motivated and growing team with a frontline organization. Intend to build a career with leading organization as a committed and dedicated person, which will help me to explore myself fully and realize my fullest potential as well as to learn and add value to my passion.

Working Experience: -

❖ **Transport Operations Supervisor Micco Logistics- (Apr 2023-Jan 2024)**

➤ **Duties And Responsibilities:**

- ❑ Responsible for the daily distribution and allocation of the vehicles and drivers for the various projects & clients.
- ❑ Scheduling Daily vehicles & drivers as per operations/client requirements & communicate/assign daily route with staff.
- ❑ Daily reporting to management- Operations wise (Vehicle/Drivers).
- ❑ Maintain records of vehicle used and maintenance.
- ❑ Receiving of Delivery Notes from staffs and update the records.
- ❑ Conducting the TBT (Toolbox Talk) with staffs.
- ❑ Responsible for submitting the Daily/Weekly operations reports to the management
- ❑ Routine site visit on Operations Locations (Loading/Offloading) areas.
- ❑ Response to the client daily feedback related to the services provided.
- ❑ Arrange vehicles according the service-plan, preventive maintenance and provide vehicle replacement to avoid any effect on operations.
- ❑ Working with team leaders, managers and department heads to learn departmental needs and goals
- ❑ Identifying and resolving any problems in the operation/Admin process
- ❑ Daily meeting with transport foreman for their complaints & suggestions.
- ❑ Monitoring, Communicating the issues raised by staff and resolved on urgent basis as per company instructions.
- ❑ Attend meeting with the management

❖ **Operations Coordinator at Micco Logistics- Abu Dhabi Ports Group (July 2022-June 2023)**

➤ **Duties And Responsibilities:**

- ❑ Manage Daily/Weekly reporting to management.
- ❑ Analyze data and create reports to identify areas of business growth.
- ❑ Discussing with clients about requirements of services & duration, drafting commercial proposal & contract.
- ❑ Apply E-Maqta Port access card for employees.
- ❑ Handling Admin Operations/Accounts Management i.e Invoicing/Maintain Financial Records/Follow-up of Payments and Processing staff salaries.
- ❑ Maintaining Over-time sheet for staff.
- ❑ Daily Gang assigning on ADT Portal as per the gang request from ADT (Abu Dhabi Terminal).
- ❑ Allocating Manpower for specific tasks as per requirements.
- ❑ Managing all the visa process/DOJ/Access cards for new employees.
- ❑ Managing staff Annual Leaves/Sick Leaves/Duty Resumptions/Air Ticket request to HR/Annual Appraisals/Resignations etc applied through company system (EBAB).
- ❑ Maintain PPE/Uniform record of the staff working in several Locations i.e. ADT (Abu Dhabi Terminal Khalifa Port)/Safeen- Operations/securities etc.
- ❑ Maintain maintenance record of the vehicles working under department operations.
- ❑ Perform all levels of customer service.
- ❑ Pick up & distribute mail daily and Maintain files.
- ❑ Observe established policies and procedures.
- ❑ Be available for on-call emergency phone calls.
- ❑ Facilitating cross-channel feedback from customers and employees to management and executive teams
- ❑ Working with team leaders, managers and department heads to learn departmental needs and goals
- ❑ Identifying and resolving any problems in the operation/Admin process
- ❑ Daily reports to department heads, management teams

❖ **Senior Transport Supervisor @ AL SAFA Transport Dubai LLC (Feb 2015-Feb 2019)**

➤ **Duties And Responsibilities:**

- ❑ Maintain and Manage all databases relating transport operations activities.
- ❑ Providing documents to client/customer before departure of the vehicle i.e ETA/Safety documents/CICPA Pass/Vehicle & Driver documents.
- ❑ Ensure day-to-day operations.
- ❑ Managing the drivers/Vehicles during their shift time.
- ❑ Allocating Jobs to drivers.
- ❑ Marketing for the company business on the basis of available fleet.
- ❑ Assist with the various administrative tasks i.e issuance of waybills/LPO's /E-mail/telephonic & Whatsapp conversations to resolve problems at Borders/Loading, Offloading Point.

- ❑ Worked with World well-organized FMCG's Companies i.e DP World/JAZFA/MOHEBI- LOGISTICS DWC Dubai/Unilever Middle East & LJA (Lipton-Jabel Ali),Nestle Middle East FZE/Aramex Logistics/TNT Jabel Ali/FedEx Logistics/Procter & Gamble Middle East FZE/ Bateel International/Cosmoplast /Reckit Benckiser/NIVEA-Beiersdorf Middle East FZCO/DITRA SCITRA (Sharjah)/Falconpack/Hotpack Global/GSL (Global Shipping & Logistics LLC) & DNATA (Dubai National Air Travel Agency)
- ❑ Having experience in Domestic as well as International (Tautliners/Refrigerated-Temperature Controlled (Reefers Thermo King)/Car Carrers/Low-Bed & Cage Trailers.
- ❑ Preparing Invoices and follow-up for the payments from clients.

❖ **Meter Reading Supervisor (MRS) @ IESCO (Wapda) MINISTRY OF ENERGY (POWER DISTRIBUTION) (Jan 2013-Jan 2015)**

➤ **Duties And Responsibilities:**

- ❑ Verify & check compliances on daily basis.
- ❑ Maintain the Departmental Administration & Progress.
- ❑ Planning & Implementation with minimum cost.
- ❑ Collect the record of the consumption electric units from sights from Meter Readers.
- ❑ Responsible for inspections of Audit & Accounts.
- ❑ Monitor of Staff/Workers Daily attendance and duties.
- ❑ Co-ordination with Head of Dept for distribution of company letters etc.
- ❑ Responsible to resolve the customer complaints regarding electricity.
- ❑ Record Keeping.
- ❑ Observe established policies and procedures.
- ❑ Monitor Bill Distributions & recovery matters.
- ❑ Maintain Daily attendance of the staff.
- ❑ Preparing Reports, Official letters and other departmental documents.
- ❑ E-Billing facility to the consumers.

Skills and Strengths:-

- ❑ More than 10 years of practical experience.
- ❑ LTV Dubai driving license.
- ❑ Ability to deal with all transportation work-Domestic as well as International.
- ❑ To be able to work in a fast-paced environment with self-confidence.
- ❑ Strong leadership skills to guide and motivate teams
- ❑ Excellent organizational skills to balance and priorities workload and meet deadlines
- ❑ Excellent customer service skills to grow client base
- ❑ Strong strategic and negotiation skills to make sound commercial decisions
- ❑ Hard working, sincere and kind of Challenges
- ❑ Quick to learn and adapt any kind of challenges & new requirements.
- ❑ Excellent working relations with superiors as well as colleagues
- ❑ Good leadership & management skill and Clear & Logical thinking.
- ❑ Organized & Methodical in work.
- ❑ Ability to remain calm under pressure & Meet deadlines.
- ❑ Customer service experience.
- ❑ Pleasant and Polite.
- ❑ Able to deal with complaint tactfully and calmly
- ❑ Ability to handle unexpected situations calmly
- ❑ Able to do multitasks and being comfortable with routine work.
- ❑ Following instruction and established procedures

Professional Qualification & Training:-

- | | |
|---|-------------------------------|
| <input type="checkbox"/> TOS (TRANSPORTATION OPERATING SYSTEM) | AL SAFA TRANSPORT- DUBAI- UAE |
| <input type="checkbox"/> EBAB | ABU DHABI PORTS |
| <input type="checkbox"/> FLOTILLA | MICCO-LOGISTICS |
| <input type="checkbox"/> FLAIR | AL SAFA TRANSPORT- DUBAI- UAE |
| <input type="checkbox"/> TELEPHONE STANDARDS TRAINING- | AL SAFA TRANSPORT- DUBAI- UAE |
| <input type="checkbox"/> BASIC FIRE TRAINING- | AL SAFA TRANSPORT- DUBAI- UAE |
| <input type="checkbox"/> WORKPLACE COMMUNICATION TRAINING- | AL SAFA TRANSPORT- DUBAI- UAE |
| <input type="checkbox"/> WELL VERSED WITH THE USAGE OF INTERNET AND E-MAIL. | |
| <input type="checkbox"/> WELL VERSED WITH THE USAGE OF MICROSOFT OFFICE. | |

Educational Qualifications:-

- ☐ **SSC**
 - Federal Board of Intermediate & Secondary Education, Islamabad, Pakistan
 - School: Army Public School & College Mangla Cantt
- ☐ **HSC**
 - Federal Board of Intermediate & Secondary Education, Rawalpindi Pakistan
- ☐ **Computer Application**
 - Punjab Board of Technical Education, Lahore, Pakistan

Areas of Interest: -

- ☐ Transportation & Logistics
- ☐ Hoteling
- ☐ Aviation
- ☐ Port Operations

Declaration:-

I hereby declare that the above written particulars are true to the best of my knowledge and belief.

Place: Abu Dhabi, UAE.