

Shah Abideen

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Address: Dubai, UAE | Nationality: Pakistani | Passport #
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PERSONAL PROFILE

To make best use of my interpersonal skills in achieving goal(s) of the company focusing on customer satisfaction & make a difference in their achievement and capable individual with growing experiences in multi functions and activities.

Career Summary:

A brief overview of my professional background, which spans over **12 years** in various capacities within multinational companies. I have extensive experience in **Operations and Administration, specifically in Warehouse and Fleet Management within the FMCG sector and Wholesales Trading in the UAE.**

Specials Skills:

- **Office Administration & Operations Management:** Proficient in managing daily administrative tasks and streamlining operations for efficiency.
- **Warehouse Wholesales:** Extensive experience in managing grocery, minimart, and supermart warehouse operations.
- **Inventory & Logistics:** Skilled in handling goods delivery processes along with essential supporting documents.
- **Supply Chain Management:** Familiarity with Purchase Orders (PO), Delivery Orders (DO), invoices, and order processing.
- **Fleet Management:** Expertise in overseeing both in-house and leased/rental vehicles, as well as maintenance schedules.
- **Transportation Supervision:** Strong coordination skills in supervising transportation operations effectively.
- **Scheduling & Roster Management:** Experience scheduling drivers, office staff, and field personnel on various timelines (daily/weekly/monthly).
- **Day-to-Day Operations:** Competent in handling petty cash, employees' personnel management, meetings, presentations, and report generation.
- **Regulatory Compliance:** Knowledgeable about registrations, renewals, insurance mandates with RTA, police, and municipality requirements including food permits.
- **Budgeting & Planning:** Proficient in budget tracking and planning comparing approved funds vs. expenses.
- **Cost Control & Risk Analysis:** Strong background in cost control practices, risk analysis methodologies, root cause analysis, and effective data management strategies.

Soft Skills: Customer Services, Teamwork, Office Experience, Scheduling, Telephonic skills, Documentation Skills, Employee's Personnel, Leadership, Bias Action, Negotiation

IT Skills: MS Office (Word, Excel, PowerPoint, Outlook, Visio) & Adv. formulas, Google Sheet

Languages: English, Urdu, Pashto

Educational Qualification: Bachelor in Economics / Network Diploma Pakistan

Work Experiences

Senior Operations Executive

(Grocart Trading – UAE) Wholesale & E-Commerce (Warehouse online wholesales to Grocery, Minimart, Supermart) 17th March, 2022 to Present

Job Description:

- Warehouse Management & Operations
- Fleet Management
- Process Improvement
- 3PL (Third Party Logistics)
- Monthly accrual & Flow of Petty Cash
- Planning & Route Comparison/Cost Control/Risk Analysis
- Collaborating with Municipality & RTA
- Ensuring warehouse compliance with safety standards.

Fleet Administrator

Mezzan Holding Group (UAE) FMCG Sector (Distributor of Red Bull, Heineken 0.0, SP & Acqua Panna, Capri Sun, Vit-Hit) 15th January, 2020 to 16th March 2022

Job Description:

- Fleet Management (In-house and leased/Rental vehicles)
- Fleet Budget (Approved Budget vs. Expense / Cost control)
- Managed **150+ vehicles** including Drivers/Office staff (Roster/assigning/scheduling)
- Monthly accrual & Flow of Petty Cash
- Planning & route Comparison/Gps track & trace ((New/Existence vehicles)
- Fleet Periodic/Preventative Maintenance (Time/Usage Based) & Break-down
- RTA (Registration/Renewal/Accident/Insurance/Toll Tag/traffic fine)
- Municipality (Vehicle Food Permits of Frozen/Chiller/Dry for all emirates + Jafza)
- Drivers Hygiene, driver logs, trip reports, driver's hour's timecards to payroll.
- Monthly Invoices (ENOC/ADNOC/Vendors/Suppliers/Salik/RTA/Municipality)
- Fleet Cost Control/risk analysis/Route cause
- Ensure compliance of safety standards.

Transportation Supervisor

Air blue (pvt) Ltd Airline & Aviation Sector (Pakistan's largest private airline) 20th May, 2016 till to 2nd October 2019

Job Description:

- Driver/Office staff/Field & ground staff Scheduling & Roster (Daily/Weekly/Monthly)
- Cockpit & Cabin Crew Airport/Hotel & Residence transfer (Pick & Drop)
- Communicated all emergencies, delays due to weather and carrier schedule change.
- Intera & intercity vehicles movement.
- Transportation financial inventory and personnel record.
- Scheduled repair and preventive maintenance of vehicles and other equipment.
- Review and arrange paperwork inclusive of driver logs, trip reports driver's hours.
- Supervised daily operations, office work, vehicle scheduling, mail pickup and delivery.
- Daily Logbook Maintaining and Checking/ driver logs and mileage sheets, year mileage.

Operations Coordinator

Al Reyami Groups of Companies (Subsidiaries in the shipping & logistics, transportation & other sectors) 10th November, 2011 till to 24th September 2014

Job Description:

- Assist day-to-day business operational office activities.
- Managed scheduling, travel arrangements, communications & screening.
- End to end processing of payrolls (weekly, fortnightly and/or monthly)
- Maintaining payroll records leave, sickness and overtime reports.
- Clerical tasks too such as pricing, billing, handling cash, providing customer
- Coordinate and manage project tasks. (Goods delivery & Manpower)
- Arrangement of PO/DO/Invoices/Order/passes & equipment's for Projects
- Makes local purchases within authorized limits.
- Maintains office supplies and processes local statements for payment
- Provide support for management by coordination and preparation.
- Office staff/Field & ground staff roster (Daily/Weekly/Monthly)

Driving License: 3 # (Automatic Gear)

License No: 1973901

Place of Issue: Dubai, UAE

Driving License: 3 # (Manual Gear)

License No: 1000000215242

Place of Issue: Pakistan

"If my application is successful, I'm prepared to work hard to justify your selection