



# YASSIR MOSSTTafa

Transport & Logistics Operations and Administration  
specializing in Fleet Management

## Profile Summary

- **A highly experienced, dynamic, and result-oriented Senior Transport & Logistics Operations and Administration Professional** with over 17 years of extensive experience in the oil & gas sector on site in the UAE, Saudi Arabia, Oman, Kuwait and Bahrain.
- **Strong strategic planner, problem solver and effective team leader** committed to engaging new processes that empower teams to deliver their KPIs and support revenue-generating objectives.
- **Possesses strong** Leadership, Networking, presentation, Negotiating, Customer Service Excellence & Quality Enhancing Skills.
- **Subject matter expert** in Global Logistic Considerations, Customs Processes, Sourcing, Inventory Control and Vendor Management.
- **Skilled** at conducting transportation/warehousing optimization initiatives, which reduce storage and transportation costs.
- **An effective Manager** in complex and demanding environments, able to balance competing priorities & deliver results.
- **Adept** at consistently motivating, guiding, and mentoring the team to perform at the highest level.

## Achievements

- Received accolades, certificates of appreciation and recognition for exceptional performance during rig moves.
- Promoted from Operation Coordinator (Dispatch) to Operation Transportation Supervisor as a reward for exemplary performance and dedication to duty.
- Renowned and acknowledged for leadership capabilities, strategic thinking and striving towards operational success.
- On-boarded transportation vendors at minimal cost, thus optimizing profitability.
- Constantly created a culture that encouraged subordinates to excel and rise to meet & exceed every challenge.
- Streamlined and improved efficiency by implementing schedule and policy changes.

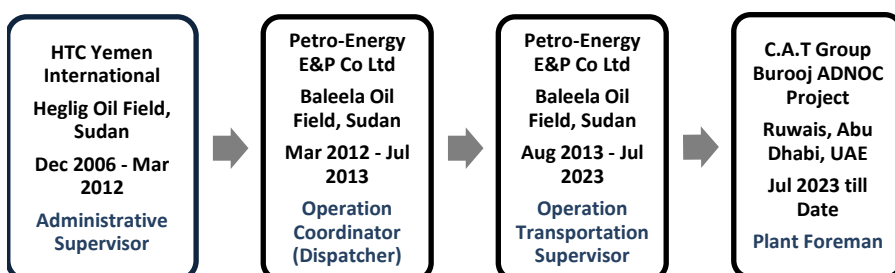
## Technical Skills

- Office – Word, Excel, PPT, Outlook

## Education

- Good, Soil Technology & Land Reclamation, University of Khartoum, Sudan (2002 – 2006).
- Associate Degree in Computer Science, Omdurman Institute for Office & Secretarial Practice, Omdurman, Sudan (1999).

## Career Trajectory



## Personal Details

- ✉ enjoy983@hotmail.com
- ☎ +971 56 190 1984
- 🌐 <https://www.linkedin.com/in/yassirmosstafa>
- 📍 Dubai, UAE
- 🗣 English | Arabic
- 🎂 18<sup>th</sup> Jan 1984
- Nationality: Sudanese
- Marital Status: Married
- Visa: Employment Visa

## Competencies

- Logistics & Transport Management
- Customer Relationship Management
- Supply Chain Management
- Strategic Planning
- Warehouse & Distribution Inventory Management
- Customs Process Management
- Vendor Management
- Fleet Management
- Insurance Capacity Management
- Container Shipping
- Risk Management
- Liaison

## Skills

- Leadership
- Communication
- Customer Service
- Interpersonal
- Time Management
- Prioritizing
- Teamwork & Collaboration
- Decision Making
- Negotiation
- Problem Solving
- Adaptability
- Multi-Skilling
- Mentoring & Guidance

## Licenses & Certifications

- Fleet & Transportation Management
- Transportation & Logistics & Distribution
- International Logistics
- Fire Fighting Training Course
- HSE Awareness & Orientation Course
- Defensive Driving Course
- IVMS Portal training
- Behavior-based safety BBS LEVEL-3, HEAT STRESS, HSE INDUCTION, LIFE SAVING RULES LSR

**Plant Foreman****Jul 2023 till Date**

- Develop and implement fleet management strategies to optimize efficiency and minimize costs.
- Oversee the maintenance and repair of fleet vehicles and equipment, ensuring safety, compliance, and optimal performance.
- Monitor and analyze fleet performance data to identify areas for improvement and implement corrective actions.
- Ensure compliance with safety, environmental, and industry regulations, maintaining a safe working environment.
- Manage the procurement, disposal, and contract negotiations of fleet vehicles to ensure best value for money.
- Develop and maintain relationships with suppliers and service providers for reliable, cost-effective support.
- Lead and manage a team of drivers and support staff, providing guidance, training, and performance feedback.
- Monitor and control fleet expenses, including fuel consumption, maintenance, and repairs.
- Develop and implement preventive maintenance programs to minimize downtime and maximize vehicle availability.
- Stay updated on industry trends and technological advancements to ensure fleet competitiveness and efficiency.
- Prepare and maintain ISO documentation, fleet utilization reports, and monthly expenditure and fuel efficiency reports.
- Arrange and plan all major repairs and overhauls, including manpower allocation.
- Monitor inventory levels to avoid depletion during production demand.
- Perform daily equipment site inspections to identify and correct unsafe conditions and ensure proper maintenance.
- Ensure safe and efficient traffic flow on plant sites.

**Petro-Energy E&P Co Ltd****Baleela oil Field, Sudan****Operations Transportation Supervisor****Aug 2013 – Jul 2023**

- Spearheaded planning and supervision of shipments from production to the end-users.
- Schedule daily and weekly routes for the drivers to follow.
- Track orders using functional systems.
- Coordinate with the warehouse team to ensure proper storage and distribution of products.
- Monitor and report on transportation costs.
- Secure the proper filing of shipping documents.
- Report maintenance and repair needs for transportation fleet and equipment.
- Research and suggest cost-effective shipping methods.
- Conduct regular safety audits on equipment.
- Organize employee-training sessions, including proper usage of machines and handling hazardous material.
- Maintain organized records of vehicle schedules and completed orders.
- Guarantee compliance with company policies and shipping/transportation legislation.
- Stay up-to-date with safety regulations and rigorously implement them to ensure the health and safety of employees.
- Review driver logs to certify that they follow safe driving practices and comply with regulations.
- Prepare and preserve records of mileage, fuel costs, accident reports, and other relevant information regarding transportation operations.

**Petro-Energy E&P Co Ltd****Baleela Oil Field, Sudan****Operations Coordinator (Dispatcher)****Mar 2012 – Jul 2013**

- Accountable for arranging the seamless movement of rigs, equipment/material transportation, and water/diesel supplies for drilling, well testing, workovers, construction, and production.
- Support customers by addressing questions, problems, specific equipment requirements, and service requests.
- Effectively communicate all pertinent information to relevant stakeholders.
- Record and maintain files and records of customer service requests, work/services performed, charges, expenses, inventory, and work time sheets, and conduct regular equipment audits.
- Keep the current load chart for each unit by compartment for full loads of diesel and gas with maximum fill for each compartment.
- Ensure all paperwork returned from the field is reviewed, completed, and handed over to the appropriate department promptly.

**HTC Yemen International****Heglig Oil Field, Sudan****Administrative Supervisor****Dec 2006 – Mar 2012**

- Responsible for carrying out all routine administration duties on site.
- Take ownership of assigned tasks and actively look for alternate solutions to achieve the tasks on hand.
- In charge of junior staff scheduling in conjunction with the rig leadership team.
- Prepare daily/monthly timesheets & timesheet analysis for all staff and process departmental applications.
- Produce daily medical reports for sick personnel on-site, act as a facilitator for communication between the superintendent & employees, and supervise daily equipment time cards.
- Conduct regular inspections of rig equipment, determine load & technical requirements, and furnish appropriate equipment as required.
- Liaise with client company representatives to plan rig moves, establish the number of vehicles required, and ascertain travel distances.
- Create daily time cards (delivery & returned tickets) inclusive of technical load information per truck, respectively.
- Establish and maintain good relations with 3<sup>rd</sup> party service engineers & representatives and take care of their safety to ensure safe rig operations.
- Arrange transport, accommodation, and meals for all staff leaving & arriving on the rig in partnership with the rig manager.
- Proactively report any emergency and planned operations to the base.