

Muhammad Farooq

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Objectives

To seek a challenging opportunity & growth which would be fit to my knowledge and lend me a helping hand to develop my talent & skills for career improvement.



Academic Qualification

- Metric – International Islamic school & college.
- FA (Peak solution college)



CAREER PROGRESSION HISTORY

Accomplished and energetic Transportation Coordinator with a solid history of achievement in logistics and customer service. Motivated leader with strong organizational and prioritization abilities. Areas of expertise include internal/external customer communication skills, Microsoft Office, and time management.

◆Transport Coordinator (Tawasy Restaurant)

Period (Feb 2017 to Mar 2019)

• Roles & Responsibility

As a Transport Coordinator I assist in planning routes managed drivers and ensuring that fleet are maintained.

- Managed the routine and emergency maintenance and repairs of fleet vehicles, which includes establishing and executing a preventative maintenance, schedule and inventory of spare parts for vehicles.
- Trained the delivery associates to make sure that they give best services to our customers.
- Coordinate with drivers for vehicle maintenance.
- Assisted in troubleshooting and resolved safety, service and operational issues.
- Ensured correct estimates in transport planning system.
- Monitored the vehicles fuel cost, road fines etc.
- Auditing in field to check driver hygiene and ensure vehicle safety according the UAE Government.
- Renewal yearly registration from RTA and renew the brand advertising documents
- Solving customers problem and getting feedback of customers to improve our services.

❖Logistic & Transportation Coordinator (Noon Fulfillment)

Period (Apr 2019 to jun 2021)

▪ Roles & Responsibility

- Supervised incoming shipment to ensure that they are intact and accurate. Review shipment documentation such as invoices and packing lists in preparation for outgoing shipment, and maintained inventory of shipping supplies.
- Signed delivery notes upon receipt of shipments.
- Arrange same-day deliveries whenever possible
- In-depth knowledge of inventory management process , last mile delivery ,route assigned and scheduling.
- Maintained detailed and accurate logistics data for daily, weekly, and quarterly reports including usage metrics, customer issues and resolutions, training records, work logs, and schedule documentation.
- Resolved problems, improved operations and provided exceptional services.
- Monitored delivery associates performance on daily basis.

❖ **OWNER AND CEO OF REVAN DELIVERY SERVICES**

Period (2021 to 2023)

▪ **Roles & Responsibility**

- Oversee all operations and business activities to ensure they produce the desired results and are consistent with the overall strategy and mission
- Review financial and non-financial reports to devise solutions or improvements. Worked with multiple delivery teams TO solve conflicts and drive expansion
- Find the best people for the job and train them into a great team.

SKILLS

- Computer skill
- Communication
- Storage, warehousing and materials handling
- Information and control
- Packaging and unitization
- Team work
- Problem Solver
- Self motivation
- Planning & Management

Personal Information

- ❖ **Driving License :** UAE Valid Driving License (LTV & Bike)
- ❖ **Language :** English, Urdu
- ❖ **Marital Status :** Married
- ❖ **Nationality:** Pakistani