



Curriculum vitae

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Career overview

Fleet Operation Manager with more than ten years of experience in India and Dubai. Two years of experience in Dubai and eight years of experience in India worked as Transportation Manager. My duties include handling 200 plus vehicles and drivers daily operations. Managing daily activities of odoo integrated fleet operations and managing drivers, GPS tracking, Fuel management, controller, Fastag recharge, Fuel fleet card management, Vehicle's insurance renewal and reporting to General Manager.

Eight Years of Fleet operational Experience in India

- At present working as **Deputy Associate Transport Manager** in RAMRAJ Cotton Garments, Tiruppur, Tamilnadu, India from May 10th -2024 to till date.
- Worked as **Fleet coordinator** Tph Technical services company, Dubai, UAE. from February 2022 to February 2024.
- Worked as **Assistant Transport Manager and Workshop in-charge** in RAMRAJ Cotton Garments, Tiruppur, Tamil Nadu, India, from April 2021 to November 2021.
- Worked as **Transport manager** in KGISL IT Park and KG Arts / Engineering colleges, Tamil Nadu, India, from August 2019 to Feb 2021.
- Serviced as **Assistant professor in Mechanical Engineering department & Transport manager** in Kathir College of Engineering, Tamil Nadu, India, May 2015 to Aug 2019.

Responsibilities and accountabilities

- Ramraj cotton [South Indian Garments company], managed daily fleet operations around 64 four wheelers, 33 commercial vehicles [staff, students buses and containers] & 105 drivers.
- Duties of responsible for planning, directing, managing, coordinating and supervising the programs for acquisition, assignment, utilization, maintenance, repair, replacement and disposal of fleet vehicles. Lead a team & assign daily task for four transport executives.

Professional competence

- Fleet management, Team work and Fleet followed of 90 plus vehicle daily fleet operation at different working conditions.
- Fleet maintenance and fuel expense monitoring, workout the expense report expense including [Fuel, trip, fines, driver allowance]. Plan of preventive maintenance & make sure of trusted workshop for regular service.
- The role-play involved in vehicle service include listening to drivers requests, checking service records, setting up appointments, estimating costs, verifying insurance, conducting inspections, and testing vehicles.
- Maintaining company driving policy to the drivers, motivating drivers for accident free and time responsibility communication. Following utilization of driver's efficiency, economical way managing fuel and vehicles.

Two years of Fleet Coordinator Experience in Dubai , UAE. From Feb -2022- to Feb -2024.

- Worked as a Fleet coordinator, dispatcher and GPS monitoring officer in TPH Technical Service Company, fleet following daily operation 70 Toyota and Nissan Hi Ace buses in Dubai and Abu Dhabi.
 - Extracting reports from Gps and creating monthly drivers activity summary and Average fuel consumption reports to the CEO.
 - Having UAE Light vehicle driving License can driver both manual gear and automatic vehicles.
 - Coordinating with car rental people, saliks, traffic fines and accidental repairs.
 - Payment to Dubai RTA for passing, advertisement permits payments & Noc payment.
 - Dispatching and assigning scheduling of buses & drivers daily operations in the work master portal, creating gate pass for Emaar and Nakheel communities.
 - Fuel limit setup in Smart VIP fuel card for ENOC & ADNOC fuel stations.
 - Reporting 10 days once and monthly fuel reports & driver's performance reports to managing director.
 - Analysis the driving attitude of drivers by monitoring driving style avoiding [harsh braking, reckless driving, over rpm, vehicle idling] through Gps.
- Verifying by solving issues arise from accidents and incident reports, driver behavior and complaints from the passenger.

Fleet Maintenance Experience

- Coordinate with the Job card controllers and Service Advisors on status of parts (availability/ quotation / order / arrival), to ensure timely progress update of vehicle to customers and to maintain the on-time-delivery commitment.
- Managed Schedule, preventive, breakdown maintenance and implement kilometers & days based maintenance of vehicles. Provide guide to staffs, reviewed individual performance, making recommendations for improvement.
- Motivation for mileage incentives to drivers & accident free driver awards. Conduct periodic road safety awareness programs and presentations to the drivers & cleaners to obey traffic rules & regulations.

Academic profile

- **Master of Engineering in ME, CAD/CAM** from Kumaraguru college of Technology, Tamil Nadu, India. (Scored 83% with distinction).
- **Bachelor of Engineering in Mechanical Engineering** in Karpagam University, Tamil Nadu, India. (Scored 77% with distinction).
- **Diploma in Mechanical Engineering** in Kongu Polytechnic College, Tamil Nadu, India. (Scored 76% with first class).

Computer Software proficiency

- Odoo Fleet/ MS office / Zimbra / Outlook. Drivers and fleet management software. Vehicle service software and GPS tracking software's – Cartrack and KT, Fleetrack Telematics.

Personal profile

- Date of birth : 12-06-1990. Driving license INDIA / UAE: Four wheeler light vehicle
- Nationality : Indian. Language known: English, Tamil, Malayalam.
- Sex / Age : Male / 33.
- Marital status : Married.