



# RIAZ K

Sr. Logistics In charge

## PERSONAL INFO

DOB : 01/01/1984

Iqama number : 2487669919

Valid Driving License : India & KSA.

Nationality: Indian

Mobile: +966591749849

E-mail: riazshaikh.s@gmail.com

Address: Al Jubail 35525-9189 KSA

## PROFILE

Intend to build a career with leading corporate of hi-tech environment with committed and dedicated people, which will help me to explore myself fully and realize my potential. Willing to work as a Key Player in challenging and creative environment currently working at "Jaddarah work force services company" as Sr Logistic In charge, KSA

## IT SKILLS

MS Office  
Oracle  
ERP  
OUTLOOK

## EDUCATION/ TECHNICAL QUALIFICATION

📖 Karnataka state open university  
B.com  
2008-2010

📖 V V Puram Arts and Commerce college  
Pre university Education  
2004-2005

## WORK EXPERIENCE

**Work Profile -1 Jyothi Car Rentals** - Transport Asst Manager  
Jun 2010–Dec 2011

**Work Profile -2 Pratham Logistics** - Zonal Transport Manager  
Jan 2012–Nov 2013

**Work Profile -3 Altisource Business solutions Pvt Ltd** - Transport Coordinator  
Nov 2013–Jan 2016

**Work Profile -4 Quintiles Research India Pvt Ltd** - Senior Transport Admin  
Jan 2016–July 2018

**Work Profile -5 Vibgyor Group of schools** - Senior Transport Admin  
Aug 2018– Nov 2019

**Work Profile -6 Jaddarah Workforce Services Company** - Senior Logistics In charge  
Dec-19 - Till Date

# CURRENT ROLES & RESPONSIBILITIES

## KEY SKILLS

- ▶ Interpersonal skills – the ability to work well in a team, as well as to manage and motivate others.
- ▶ Logical reasoning and problem-solving skills.
- ▶ The ability to think creatively.
- ▶ Interpersonal skills.
- ▶ Skills in data analysis, including working with electronic data.
- ▶ Logical reasoning.
- ▶ Time-management ability.
- ▶ The ability to plan ahead and deal with unexpected changes.

## PREVIOUS ROLES & RESPONSIBILITIES

- ✓ In-charge of pickups and drops for 5500 staff round the clock.
  - ✓ Organize and arrange transport for all new joiners.
  - ✓ Effectively involved in scheduling the vehicles & Costing.
  - ✓ Maintain records of all cabs, (RC/IC//TC/ Permit/Emi) maintaining complete Compliance Excel and as in Portal.
  - ✓ To Monitor and to ensure that Drivers/Vehicle adheres to all safety, speed & hygiene compliance.
  - ✓ Preparing daily Escort report, Arrival Reports ensuring that lady employees are not the first pickup & last drop between 7pm-7am
  - ✓ Roistering, Routing, Deployment, Generation Trip sheets, Update Deviation, & Vehicle tracking.
  - ✓ Inspecting vehicle cleanliness, condition of tires, availability of spare wheel, toolkit, fire extinguisher, first aid kit, emergency light etc. Checking the vehicle documents and driver's uniform & license/badge.
  - ✓ Preparing vehicle check list.
  - ✓ Consolidated Escort report Project wise.
  - ✓ Employee Divided Summary (EDS)
  - ✓ Occupancy Report with Percentage.
  - ✓ Project wise Transport Provision.
  - ✓ No Show Reports.
  - ✓ Project wise Adhoc Reports.
  - ✓ Occurrence & Incident Reports.
  - ✓ Follow up on Driver police verifications.
  - ✓ Vendor wise Operations Summary reports on daily basis.
  - ✓ Sending communication mails to vendors update on vehicle compliance 15 days in prior.
  - ✓ Verifying & finalizing the monthly Invoices.
- Maintain a fleet of 90 different types and categories of vehicles and run them for the company operations that include but not limited to arranging transportation for Office Staff for their daily works including social/medical trips, General Services Staff transport requirement, House/Domestic Staff Services transport requirement, Clients related services and medical visits,
  - Perform office routine administrative duties including government entities, airport pick- up of new employees and their mobilization to clients, airport drop-off and collection of leave parties.
  - Generates PO and coordinate with the vendor. Made the necessary follow-ups to ensure to meet the delivery timing. Counter checking the actual deliveries versus the PO and check the proper Invoicing. Submit the Delivery Invoice to Accounting department et and make follow-up of payments as necessary to keep the harmonious relationship between the company and the vendor/supplier. Generates monthly inventory report for proper recording of procurement department.
  - Maintaining up-to-date record of each vehicle, vehicles insurance and registration and their timely renewals, handle vehicles accidents and deal with relevant agencies to finalize the claims and required repairs.
  - Evaluate and make recommendations to appoint Automobile Workshops for the servicing, repairing/maintenance of company vehicles including required spares at competitive prices, review and submission of relevant invoices for payment and make necessary follow-ups with the Accounts for payment, preparation of Driver's License for the company drivers and their timely renewals.
  - Preparation of company drivers work schedules and preparation of their timesheets and submission to HR Department, Drivers discipline and proper appearance, procure required items for the All the Departments.
  - following the procurement guidelines and review and submission of relevant invoices for payment, review and submission of monthly fuel and miscellaneous expenses invoices of Logistics Department for payment, etc.
  - Controlling expenses of the organization by cutting expenses of vehicle maintenance & fuel management
  - Handling & documenting all the shipment documents & coordinating with the clearance Generating awareness of safe driving among drivers on the road
  - Conducting weekly meetings and trainings for improving knowledge and safety awareness among drivers.
  - Purchase Requests (PR), Purchase Orders (PO) & Expense reports in Oracle Cloud Fusion for accounting & payment clearance.
  - Maintaining all the documents record of Purchase Orders, Invoices, Receiving & Delivery Notes.
  - Coordination & meeting with suppliers & vendors for prices negotiations and timely deliveries Responsible for purchasing & issuance of indigenous goods and office supplies
  - Identifies and researches potential new suppliers.
  - Shortlisting & finalizing workshops contracts for vehicles maintenance
  - Progress & updating of action list on monthly basis to track report for procurement of purchasing order & contracts.
  - Coordinated with the accounting department in order to resolve invoice related problems and to set up accounts with new vendors.