

CURRICULUM VITAE



SAYED MUBEEN YUSUF

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Dubai-U.A.E

Career Objective: As an Fleet Maintenance Supervisor with 15 years of experience and wide range of knowledge that includes the fundamentals of Logistics, Ordering, Inventory, Inspection & Administration now looking for opportunity where i can improve my quality and skills to build up myself and to reach the vision of organization

ACADEMIC EDUCATION

- Bachelor of Arts (B.A) education from Govt. PU Collage Karkala, India-Completed in 2005
- Basic Computer Applications from MICE Institute Karkala, India. Completed in 2006

SAFETY TRAINING & CERTIFICATIONS

1. Frist Aid kit in 2019
2. Field Operation in 2012
3. Hydrogen Safety in Oct-2011
4. Specialized Industrial & Management System Co (ISO 9001-2008) in Nov-2009
5. Fire Safety in march 2008
6. Confined Space Entry in Dec- 2007
7. Respiratory Protection in Dec- 2007
8. Incident Reporting & Investigation Dec- 2007
9. Personal protective Equipment in Nov-2007

PROFESSIONAL EXPERIENCES

Fleet Maintenance Supervisor (Transport & Logistic) at Juma Al-Majid Group Est. UAE. (From: 22/04//2019 to Present)

- Accountable to monitor 1500 fleet to 1750 driver through LOT application record
- High level administrative tasks related to transport movement
- Supervising the work of juniors at the office and assigning work
- Fleet /Passenger management inbound & outbound order assignment
- Attend telephone calls, making cold calls and promotes our products and services
- Emphasize on turning every inquiry into a rental
- Checking Fines, Salk, drab, accident report
- Collect payments and arrange deposits, Control Petty Cash
- Maintain Tyre logbook new Tyre rotation record
- Maintain a logbook for driver's movements daily basis & Reports to Transport Manager
- Reasonable to handle 7 Business Unit.
 - Al Arabia Electromechanical L.L.C.
 - Al Arabia Technical Supplies & Contracts L.L.C.
 - Al Arabia Operations & Maintenance L.L.C.
 - Al Arabia Safety & Security L.L.C.
 - Al Arabia Elevator & Moving Systems L.L.C.
 - Emw-Supply Chain.
 - Leader Llc.

Ordering & Inventory Controller at Abdul Rahman Hamdan Co. Saudi Arabia**(From: 01/11/2017 to 30/08/2018)**

- Maintain control on stock and warehouse
- Assist in reconciling work order quantities with inventory records
- Perform weekly cycle counts, quarterly inventory, mid -year inventory, year-end inventory and physical inventory and prepare reports

Sales Coordinator at Abharana Maruthi Show Room Karkala, India**(From: 01/02/2015 to 05/08/2017)**

- Records purchases, maintains database
- Coordinated shipping requests for expedited delivery and documented accurately to ensure correct billing
- Delivered administrative support to office staff, promoting excellence in all areas of office operations

Store supervisor and Oil Filed Inspection at Baker Hughes Center Lift, GE Oil Gas & Schlumberger**Kuwait (From: 01/01/2011 to 15-11-2014)**

- Actively performed maintenance and repair work to prevent or correct breakdown of machinery.
- Efficiently run a forklift and other heavy machinery
- Diagnose pumps, as well pull and sets

Store material Inventory Controller at Baker Hughes Center lifts**Kuwait(From: 16/12/2009 to 31/12/2010)**

- Monitors and maintains current inventory levels; processes purchasing orders as required
- Oversaw office inventory activities, including ordering, stocking and shipment receiving
- Inspect materials and supplies for defects and damages.

Chemical Inventory and at Baker Hughes Drilling Fluids Kuwait(From: 25/11/2007 to 15/12/2009)

- Assembled and disassembled parts of air pump according to blueprints
- Maintain a variety of supplies, tools, equipment, and inventory
- Be on-call for and respond to after hours or emergency

KEY COMPETENCIES AND SKILLS

- ❖ Acting with the highest ethical standards and always treating others fairly & with respect
- ❖ Ability to plan, anticipate & react positively
- ❖ Can prioritize and handle multiple tasks while meeting established deadlines

PERSONAL DETAILS

Date of Birth	: 15-Nov- 1987
Nationality	: Indian
Gender	: Male
Religion	: Muslim
Marital Status	: Married
Valid Driving Licenses	: Saudi & Indian
Languages Known	: English, Arabic, Hindi, Kannada, Tulu, Tamil & Konkani
Permanent Address	: Karkala (T) Udipi (D), Karnataka India PO.B:574107

DECLARATION

I hereby declare that the above information is true to the best of my knowledge.

Signature