



A dedicated professional who quickly learns new systems and applications, and provides His quality oriented nature to deliver the best service possible. A natural leader who is Capable of handling multiple assignments, delegating responsibilities supervising Others. A solid communicator able to interface between employees and customers and Serve as an effective liaison. Looking for a long term commitment with a company that Will utilize my skills and allow me to expand my skill set.

FAYAS SIRAJUDEEN

Phone:
+971 56 6301609

E-Mail:
fayassirajudeen@gmail.com

LANGUAGES

- English
- Hindi
- Malayalam
- Urdu

PERSONAL SKILLS

- Self-motivated
- Target driven Initiative
- Articulate Influencing skills
- Advanced First Aider

AREAS OF EXPERTISE

- Fleet Management
- Team Leader
- Additional Skills
- Good Communication skills
- Ability to work with more time flexibility.
- Good experience in office administration and operations.
- Good Event Management skills.
- Good Computer Efficiency In Ms Office
- Basic Proficiency In Adobe Photoshop

WORK EXPERIENCE

May 2016 – Feb 2017

Success Point Education L.L.C, Sharjah - Business Development Executive - Academic Operations

- Meeting the potential clients and the enquiry follow-up.
- Active Participation in the marketing of the products of the institution.
- Counseling Students and Parents.
- Suggest new ideas and strategies to the management for the improvement of quality and overall development of the institute.

Nov 2017 – Jan 2018

Al Safeer Flourmill & Spices Trd., Sharjah - Sales Co-ordinaor

- Coordinating the sales team by managing schedules
- Filing important documents and communicating relevant information.
- Ensuring the adequacy of sales-related equipment or material.
- Responding to complaints from customers and give after-sales support when requested.

March 2018 – June 2021 Emirates Driving Institute Dubai - Lecturer & Induction Trainer

- Demonstrate to safely operate a motor vehicle.
- After the classroom instruction, accompany students as they apply that knowledge behind the wheel of a vehicle individually or in groups.
- Train The Public Transport drivers to deal with the customers and to follow the safety on road and while driving.

June 2021 - Till Date

Emirates Driving Institute Dubai – Fleet Operations & Control Center – Coordinator

- Works with instructors to ensure that the fleet is maintained in accordance with establishment standards.

ACHIEVEMENTS

Participant - 2nd Young Business Talent Hunt - Skyline

University College Sharjah

PERSONAL INFORMATION

Nationality : Indian

Date of Birth : 28 October 1998

Passport No. : P8072425

Passport Expiry : 05/12/2026

Country of Residence : UAE

Visa Type : Residence – Work

Visa Expiry : 16/06/2022

Emirates ID No. : 784-1998-8054610-8

Driving License No. : 3797621
(Dubai)(LMV)

DECLARATION

I hereby declare that the above mentioned details are true to

the best of my knowledge.

Date : 10/05/2021

Place : Dubai

Fayas Sirajudeen

- Plan, direct and monitor preventive maintenance and repair programs for fleet.
- Consolidate and update fleet maintenance and utilization data and history in excel.
- Transportation department scheduling goals support the overall strategic plans of the company. Transportation operations run at optimal levels.
- Create route solutions that satisfy customer requirements.
- Prepare weekly and monthly fleet utilization report.
- Good communication and effective coordination exist with other departments.
- Tracking the fleets using GPS tracking system.
- Managing the usage of Drivers Training System (DTS).
- Allocation and reallocation of RTA app devices.
- Support the technical team to maintain the fleet standards.
- Prepare the fleet utilization report for the higher management.
- Prepare the utilization of Manpower report for the higher management.
- Prepare the RTA passing percentage report for the higher management.
- Prepare the n duty and off duty trainers report for the higher management.

Emirates Driving Institute Dubai - Customer Service & Scheduling In-Charge

- Prioritize, assign, evaluate and supervise the work of all Customer Service Representatives.
- Provides coaching and guidance for performance improvement and development; directs and oversees the training of new representatives.
- Plans and implements work programs and customer service activities: modifies departmental procedures and processes; creates quality assurance tools to ensure completion, quality and timeliness.
- Maintains the daily schedule to ensure complete coverage for our customer base.

Education

- 2014 Al Ameer English School, Affiliated with CBSE Secondary Education
- 2014-2016 Al Ameer English School, Affiliated with CBSE Higher Secondary Education
- 2016 – 2019 Success Point College, Sharjah, Affiliated with Bharathiar University **Bachelor of Business Administration**

Languages

Malayalam — Speak Read Write English — Speak Read Write Urdu — Speak Hindi — Speak Read Write
References Available Upon Request.