



Residence: Dubai,UAE

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ACADEMIC CONTOUR

2012

Master's Degree in
Business Administration
with Marketing
Management from
Bharathyar University,
Coimbatore, India.

2010

Bachelor's Degree in
Commerce with Finance
and Income Tax from
University of Calicut,
Kerala, India.

ABID ALI ALIKKAL

TRANSPORT AND FLEET COORDINATOR

CARRIER OBJECTIVE

A pro-active, productive individual, demonstrating a high level of initiative with extensive experience in the transportation industry. Ability to motivate and develop employees for long term growth. Accomplished customer service professional bringing 13+ years of solid experience and select strengths that encompass account management, tracking, problem resolution, scheduling and collections.

CORE COMPETENCIES

- Customer Service Skills.
- Business Management Skills.
- Ability to Accept Criticism and Work Well Under Pressure.
- Leadership Skills.
- Knowledge of Transport Methods, Costs and Benefits.
- The Ability to Work Well With Others.
- Excellent Verbal Communication Skills.
- To Be Thorough And Pay Attention To Detail.

PROFESSIONAL EXPERIENCE

COMPANY: TRANSGUARD EMIRATES GROUP (UAE-Dubai)

POSITION: Transport & Fleet Coordinator

DURATION: Nov 24, 2021 to Present

- Assign vehicles to various work sites as per customer requirements
- Schedule fleet maintenance and repairs
- Maintain inventory of spare parts and tires
- Assists with vehicle purchases and requirements
- Update the database of truck and driver information
- Monitor operational costs (Maintenance/Fuel/Hire) and present data on a weekly and monthly basis
- Manage and monitor vehicle GPS tracking system and generate KPI reports
- Enforce Working Time Directive regulations amongst all staff, particularly drivers.
- Manage all elements of tachygraphy compliance (including collections and dealing with infringements)
- Oversee the management of absences and holidays for all drivers
- Plan and manage depot payroll, including the projection of weekly manning levels, booking external haulage, authorizing overtime.
- Ensure that all personnel files are up to date incorporating license validation, personal details, completed training etc.
- Monitor vehicle and maintenance records and oversee vehicle maintenance costs.
- Ensure that all training needs are met for drivers and the depot staff including inductions, re-training and annual appraisals.
- Coordinate the vehicle and trailer maintenance program, including servicing, MOTs, Vehicles Off Road, weekly cab checks and maintaining all records
- Manage the company process following accidents, and incidents including the completion of relevant systems.
- Ensure all depot daily checks are completed and records on the central system including Lorries and trailers.
- Complete weekly KPI reports and following up on poor performance.

IT SKILLS

- MS Office
- MS Word
- MS Excel
- MS PowerPoint
- MS DOS
- Tally ERP.9

PERSONAL INFORMATION

- Nationality: Indian
- Gender: Male
- Marital Status: Single
- Languages: English, Hindi, Tamil, Malayalam & Arabic
- Visa: Employment Visa
- DOB: 14th April 1985
- Driving License: UAE (light vehicle)

COMPANY: CARDIFF GENERAL TRANSPORT (UAE-Abu Dhabi)
POSITION: Operation Coordinator
DURATION: December 2020 - September 2021

- Light and heavy vehicle job coordination
- Record and Track daily trips.
- Update driver attendance
- Manage departmental budgets
- Respond to client feedback and details
- Light and heavy vehicle job coordination
- Vehicle/Equipment placement and site coordination with clients
- Assign vehicles to various work sites as per customer requirements
- Ensure required passes, permits and other documents are available.
- Daily check list monitoring and collection from drivers
- Daily operation sheet updating with job number after verification
- Arrange for IVMS installation on required vehicles, renewal and reinstallation follow ups.
- Assign vehicles to drivers and update the hand over details on operation chart
- Prepare vendors purchase bills and system follow-ups

COMPANY: WADE ADAMS CONTRACTING COMPANY (Dubai)
POSITION: HR Coordinator
DURATION: August 2014- September 2020

- Update the staff and labors about their operational activities
- Attendance Management
- Download Biometric Manpower
- Allocate sites to the workers.
- Provide management counselling
- General administration and coordination
- Answer all internal and external HR-related queries and requirements.
- Assist with payroll administration
- Check follow-up clients and suppliers
- Assist the Finance team.
- Maintain employee records
- Provide administrative support to all employees
- Ensure that the company's products are delivered on time

COMPANY: TECHNO CREATIVE HORIZONTAL DRILLING KSA
POSITION: Account Executive
DURATION: November 2011- October 2013

- Communicating with clients and gathering information about a project's scope, budgets and timelines.
- Meeting with other executives to discuss clients' project goals, progress and outcomes.
- Developing budgets and timelines for clients
- Manage logistics for assigned accounts, increase revenue by creating new leads, and liaise between customers and carriers.