**Sunny**

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Dubai, United Arab Emirates

**PROFESSIONAL SUMMARY**

As a Fleet supervisor with over 3 years of experience in the field, I have a proven track record of successfully managing and coordinating the transportation and distribution of goods. In my current role, I have implemented various cost-saving strategies and streamlining processes that have increased efficiency and productivity. I am skilled in utilizing logistics software and have a strong understanding of supply chain management principles. I am confident in my ability to contribute to the success of any logistics team.

**WORK EXPERIENCE**

**Fleet Supervisor – Last Mile**  Oct 2020 - Present

Kitopi Catering Services LLC • Dubai, United Arab Emirates

* Plan, organize and oversee operational logistics of the organization, establish work schedules and procedures, resolve work-related issues, prepare and submit progress and other reports and co-ordinate activities with other last mile work units or departments.
* Hiring, training and providing feedback to new riders so that they can develop further.
* Requisition supplies and materials.
* May perform the same duties as workers supervised.
* Dispatch orders to bike riders, including order assignation.
* Reviewed riders check calls to determine locations and estimate delivery times.
* Adjusted delivery routes based on capacity to optimize runs.
* Monitored activities to detect opportunities for improving service delivery, fleet maintenance and administrative oversight.
* Evaluated riders regularly to identify, track and resolve performance issues.
* Plan and budget for daily/monthly operations, expenditures and analyze all financial objectives; finding ways to cut costs and maximize profits.
* Ensure fleet availability to meet all requests by proper scheduling and forecasting.
* Utilize company approved applications to monitor drivers and track vehicles.

**Delivery Supervisor** Apr 2018 - Sep 2020

 One Click Delivery Service LLC • Dubai, United Arab Emirates

* Plan deliveries by reviewing productivity results and orders.
* Establish and monitor delivery routes.
* Monitor staff and adhere to policies and procedures.
* Staff, train and develop delivery team members.
* Manage drivers, delivery schedule and hours worked.
* Establish and maintain positive customer relationships, resolve customer issues.

**Cashier** Dec 2010 - Jul 2017

Lally Motors India Pvt. Ltd. • Jalandhar, India

* As cashier, verified accuracy cash accounts, accounts payable.
* Operate cash register in the checkout counter, handles customers payments, and issue

       receipts.

* Verify identities of customers who pay through credit cards.
* Issue receipts, refunds, credits, or change due to customers.
* Count money in cash drawers at the end of shifts to ensure the amounts are correct and dropped deposits.
* Handled currency and credit transactions quickly and accurately.
* Extensive experience in administration support services and client relations.
* Managed cash reserves and updated transaction book.

**Executive Assistant** Jul 2007 - Nov 2010

Catvision Detective Agency • Jalandhar, India

* Establish and co-ordinate administrative policies and procedures for officials, committees and boards of directors.
* Analyze incoming and outgoing memoranda, submissions and reports and prepare and co-ordinate the preparation and submission of summary briefs and reports to executives, committees, and boards of directors.
* Prepare the General Insurance Company’s claim report in MS word.
* Assisted in executing daily administrative duties.
* Handled incoming calls and correspondence.

**Computer Data Operator** Jun 2006 - Apr 2007

Bestel Services • Jalandhar

* Enter the data in excel and handover to delivery boys for dispatch.
* Getting the report from delivery boy and send to the telecom company.
* Perform general data entry using Microsoft Excel and Word.
* Perform a wide variety of secretarial tasks in support of the business.

**EDUCATION**

**Bachelor’s Degree** Sep 2010 - Apr 2013

Guru Nanak Dev University • Amritsar, India

**SKILLS**

* Multitasking without losing focus. Can deal with constant interruptions from customers and work under pressure.
* Can manage internal/external relations successfully.
* Good problem solving attitude.
* Advance communication & Interpersonal skills
* Computer: Skilled in MS Word, Excel and Outlook.
* Good Management skills.
* Administrative, Office Clerical, Excellent organizational and Coordination Skills.