

Mohammed Mustafa Mohammed Mustafa

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Personal

Name	Mohammed Mustafa Mohammed Mustafa
Date of birth	03-07-1979
Place of birth	Sudan - Al Jazirah - Al Musallamiyah
Gender	Male
Nationality	Sudanese
Marital status	Married
Driving license	Yes
Address	Qatar - Doha - Al Kharaitiyat, Doha

Resume Summary

Experienced Fleet Administrator with over 17 years in managing and optimizing large-scale vehicle fleets and ensuring compliance with company policies and maintenance standards. Proven track record in budgeting, route planning, and driver training to enhance operational efficiency and safety. Dedicated to delivering high-quality fleet solutions that meet organizational goals and improve customer satisfaction. Seeking a challenging role to leverage my expertise in fleet management and customer service within a dynamic organization.

Work Experience

Trail trading and services

Jan 2002 - Jun 2005

Sales representative, Al Khartoum - Sudan

1. Assessed customer requirements to recommend tailored solutions.
2. Pitching relevant products or services.
3. Ensuring they have a positive experience from start to finish.
4. Delivery of the product to them.

DAL Group

Nov 2006 - Oct 2012

Sales representative, Al Khartoum - Sudan

1. Assessed customer requirements to recommend tailored solutions.
2. Consistently met or exceeded sales targets by more than 110%.
3. Pitching relevant products or services.
4. Ensuring they have a positive experience from start to finish.
5. Delivery of the product to them.

DAL Group

Oct 2012 - Jul 2023

fleet administrator at Food department, Al Khartoum - Sudan

1. Oversaw operations of a fleet of 114 vehicles.
2. Creating work schedules and transportation routes for Drivers to pick up and deliver goods to the correct location.
3. Managing a budget for vehicle repairs and replacements and ensuring Driver candidates receive proper training to uphold safe driving standards.
4. General Administration of Vehicles regarding licenses, insurance, and necessary papers.

5. Additional Roles and Responsibilities include Vehicle Maintenance Planning, Operational Efficiency, Inventory Control, Logistics Coordination, Customer Engagement, Vehicle Compliance, and Preventive Maintenance.

Education and Qualifications

Iban Kathir High School
A/ Jazeera - Sudan

Jul 1997 - Jan 2000

Skills

1. Fleet Management.
2. Route Planning.
3. Budgeting.
4. Customer Service.
5. Defensive Driving for Heavy Truck Drivers.
6. Team Leadership.
7. Cost Control.
8. Vendor Management.
9. Self-motivated and hard-working person.
10. Flexible and able to work under pressure.

References

MR. AHMED MOHAMED ALSHAFIE

Trail trading and services

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DAL Group - Sudan

MR. MOHAMMED ABDALLA AL ZUBAIR

Fleet Supervisor

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