

# NALEEM FAREED

FLEET CORDINATOR CUM DRIVER



## CONTACT

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Doha, Qatar.

## SKILLS

- Vendor Supplier Management
- Regulatory Compliance
- Communication and Interpersonal Skills
- Scheduling and Dispatching.
- Maintenance and Repairs

## LANGUAGES

- English (Fluent)
- Arabic (Fluent)
- Hindi (Fluent)
- Malayalam (Fluent)
- Tamil (Native)
- Sinhala (Fluent)

## AVAILABILITY

- NOC With QID
- Driving Licence

## REFERENCE

Available Upon Request



## PROFILE

Experienced Fleet Coordinator with 25+ years in optimizing vehicle fleets for efficiency, cost savings, and compliance. Skilled in coordinating maintenance, managing vendors, overseeing dispatch, and ensuring safety standards. Proven ability to reduce costs, improve vehicle performance, and enhance operations using fleet management software and data analytics. Committed to operational excellence, sustainability, and regulatory adherence.



## WORK EXPERIENCE

### HIGH TRADING INTERNATIONAL - Abu Hissa Holding (Nespresso)

Fleet Coordinator  
Exclusive distributor of Nespresso in Qatar

2009 - PRESENT  
DOHA

- Coordinate daily vehicle assignments and optimize routes to ensure timely deliveries and pickups.
- Monitor vehicle availability and manage the scheduling of driver shifts and maintenance services.
- Schedule regular vehicle inspections, preventative maintenance, and repairs to minimize downtime.
- Maintain detailed records of vehicle repairs, maintenance, and service history.
- Ensure all fleet vehicles are compliant with local, state, and federal regulations (e.g., DOT, emissions standards).
- Monitor and manage fleet-related expenses, including fuel, maintenance, and leasing costs.
- Manage relationships with third-party vendors for vehicle servicing, parts procurement, and insurance.
- Ensure drivers comply with company policies and regulatory requirements.
- Reduced fleet operating costs through strategic route optimization and effective vendor negotiations.

## ABDULLAH ABDULGHANI - TOYOTO QATAR

Driver

01-1999 TO 10-2007

Exclusive distributor of Toyoto in Qatar

DOHA

- Safely operate the assigned vehicle, ensuring adherence to traffic laws and company policies.
- Plan and follow efficient routes to ensure timely deliveries, pickups, or transportation of goods/people.
- Conduct pre-trip inspections, checking for any mechanical issues, tire pressure, fluid levels, and cleanliness.
- Adhere to all safety regulations, including the use of seatbelts, and ensure the vehicle is secure for transport.
- Report any mechanical issues, damages, or maintenance needs to the fleet coordinator or maintenance team.
- Use proper equipment to load/unload heavy or fragile goods, and ensure that the load is balanced and secure.
- Interact with customers in a professional and courteous manner, ensuring that deliveries or services meet their expectations.
- Monitor fuel usage and refuel vehicles as needed, ensuring the vehicle remains operational for the assigned routes.
- Keep in contact with dispatch teams to receive new instructions, report on progress, or provide updates on current routes.