



SHAHUL ROSHAN

TRANSPORT
SUPERVISOR/FLEET
COORDINATOR

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Al Wakra, Doha, Qatar, Doha, 00000,
Qatar

SKILLS

- Microsoft Office
- Power Point
- Excellent communication skills
- Hard working and sincere
- Sense of responsibility
- Multitask and can work under pressure
- Quick at learning new concepts and technologies and putting them to use
- Excellent leadership qualities

LANGUAGES

- English
- Hindi

ABOUT ME

As a results-driven and highly organized Transport Supervisor/Fleet Coordinator with Three years of experience, I specialize in overseeing the daily operations of transportation fleets. My expertise lies in managing vehicle maintenance, optimizing routes, coordinating drivers, and ensuring compliance with safety regulations. I have a proven track record of reducing costs, improving fleet efficiency, and maintaining high safety standards. My skills include scheduling, inventory management, budgeting, and fleet performance tracking. With strong leadership, communication, and problem-solving abilities, I am dedicated to enhancing operational performance while delivering reliable and cost-effective transportation services.

WORK EXPERIENCE

TRANSPORT SUPERVISOR/FLEET COORDINATOR

MBM TRANSPORT | DOHA
JUL 2021 - AUG 2024

- **Fleet Management:**Oversee the daily operations of the fleet, including scheduling, maintenance, and servicing of vehicles to ensure their proper functioning.
- **Staff Supervision:** Supervise drivers and other transport staff, ensuring they follow safety protocols, perform vehicle checks, and deliver services as per requirements.
- **Compliance and Safety:** Ensure compliance with transport laws, regulations, and company policies. Monitor driver behavior and report any violations.
- **Record Keeping and Reporting:** Maintain accurate records of bus routes, driver schedules, student ridership, and any incidents or issues related to transportation.
- **Emergency Response:** Respond to transportation emergencies, accidents, or delays, ensuring the safety of students and coordinating with emergency services as necessary.
- **Driver Coordination:** Manage the scheduling and coordination of drivers, ensuring they follow safety procedures, and provide support for any issues related to driving.
- **Fleet Utilization:** Optimize the use of vehicles, ensuring that they are being used efficiently and effectively, with minimal downtime or underutilization.
- **Training and Support:** Train drivers on safe driving practices, fleet policies, and vehicle care to ensure high safety standards.

ADMIN ASSISTANT

TRIPLE STAR TRADING | DOHA
JAN 2020 - JUN 2021

- **Office Organization:** Manage office supplies, ensure efficient filing systems, and maintain office equipment.

Malayalam

Tamil

Arabic

PERSONAL DETAILS

Date of birth

02/11/1996

Nationality

Indian

Visa status

Residents Visa with NOC

Marital status

Single

REFERENCE

ON REQUEST

Place Doha, Qatar

DRIVING LICENSE

Driving license category

Yes

- **Communication:** Answer phone calls, handle emails, and direct inquiries to the appropriate departments or staff members.
- **Scheduling and Calendar Management:** Schedule meetings, appointments, and events, ensuring proper coordination and time management for executives or teams.
- **Document Preparation:** Draft, proofread, and format documents, reports, memos, and presentations. Maintain both physical and electronic filing systems.
- **Data Entry and Record Keeping:** Input and update information in databases, ensuring accuracy and confidentiality.

DIRECT SALES AGENT

VISTAS GLOBAL (VODAFONE) | DOHA
JAN 2019 - DEC 2020

- **Product and Service Promotion:** Sell telecommunication products and services, including mobile phones, internet plans, broadband packages, and related accessories.
- **Customer Needs Assessment:** Interact with customers to understand their communication needs and recommend appropriate products or services.
- **Sales Targets:** Meet or exceed sales quotas and performance goals set by the company.
- **Market Research:** Stay informed about the latest industry trends, competitors, and emerging technologies in telecommunications to offer relevant products and services.
- **Lead Generation:** Identify new sales opportunities, both through inbound inquiries and outbound prospecting.

EDUCATION

BACHELOR OF COMMERCE (B.COM)

CALICUT UNIVERSITY KERALA | KERALA
2018

HIGHER SECONDARY

ANSAR INSTITUTE OF MANAGEMENT STUDIES | CALICUT
2015

SECONDARY

RANI PUBLIC SCHOOL | VADAKARA
2013