

CURRICULAM VITAE

SIKKANDAR BASHA (BE MECH)

Transport Coordinator/ Logistic Coordinator

Mobile Number 0527945229

Email: sikkandarbasha981@gmail.com

UAE Driving License Number: 4076332

Pass Port Number: P3667357

CAREER OBJECTIVE:

- ❖ To Achieve high career growth through a continuous process of learning and keeping myself dynamic in the changing scenario to become successful and willing to work as Transport/Logistic Coordinator in reputed company

CAREER PROFILE:

- ❖ Presently working as, a Transport Coordinator in JASHANMAL NATIONAL COMPANY LLC in Dubai, UAE
- ❖ Having 5 years of experience in Transport/ Logistic Coordinator
- ❖ Good extensive exposure in project execution of all transport and machinery arrangements of multi storied residential and villa projects from its launching to till handling over

COMPUTER SKILLS:

- ❖ Operating System, MS Office
- ❖ AutoCAD 2D, Microsoft Windows

PROFESSIONAL QUALIFICATION:

- ❖ Bachelor of Engineering in Mechanical Engineering with 70% from Anna University, Chennai

ACADEMIC QUALIFICATION:

- ❖ SSLC in 2010 from Matriculation education with 89% of Marks
- ❖ HSE in 2012 from State Board education with 81.75% of marks

CURRENT JOB:

- ❖ Currently working as, a Delivery Coordinator in Jashanmal National Company LLC, Dubai from July 4 2021 to present date

JOB RESPONSIBILITY:

- ❖ Managing delivery schedules by communicating with both suppliers and customers
- ❖ Coordinated with customers to accomplish specific needs a deliver individualized services
- ❖ Resolved issues relating to delays and parts to maintain satisfaction
- ❖ Maintained thorough record of transactions, deliveries and requests
- ❖ Established clear procedures for consistent approach
- ❖ Checked paperwork for completion and followed up to additional details
- ❖ Used coordination and planning skills to achieve results according to schedule
- ❖ Received and Processed stock into inventory management system
- ❖ Actively listened to customers, handled concerns quickly and escalated major issues to Managers
- ❖ Participated in continuous improvement by generating suggestions, engaging in problem solving activities to support teamwork
- ❖ Evaluated customer information to explore issues, develop potential solutions and maintain high quality service
- ❖ Reviewed submitted documents to check compliance and enforce recordkeeping policies
- ❖ Worked with corrective action teams to assess historical solutions and make proactive proactive procedural adjustments
- ❖ Liaised with customers, management and sales team to better understand customer needs and recommend appropriate solutions
- ❖ Maintained customer satisfaction with forward thinking Strategies focused on addressing customer needs and resolving concerns

PREVIOUS JOB 2:

- ❖ Working as a Transport/Logistic Coordinator in Beaver Gulf Group of Company, Dubai from July 11, 2018 to June 30 2021

JOB RESPONSIBILITY:

- ❖ Planning, Execution, monitoring, key member in the implementation of Machinery O&M and Safety standard at site
- ❖ Responsible for Mechanical Maintenance of Construction equipment's
- ❖ Preventive, Breakdown, Predictive and Corrective Maintenance of all machinery

- ❖ Diesel Engine, Hydraulic & Pneumatic System of Vehicle, Excavator, Loader, Dumper, Compressor, Concrete Pump, Transit Mixture, Tower Crane, Lifting tools, Tackles Machinery, Winch Machine, Crawler Crane
- ❖ Fully conversant with Mechanical safety norms and local authority's equipment
- ❖ Ability to handle new Machines commissioning and installation heavy equipment
- ❖ Preparing daily checklist, Maintenance Report & supervising Maintenance daily to daily basis
- ❖ Daily general inspection of construction and Earthmoving equipment
- ❖ Inventory Control and Cost control
- ❖ Preparing Spare Parts schedule and arranging to procure them
- ❖ Manpower Planning, Job Prioritization, resource management
- ❖ Coordination between machine and manpower
- ❖ Maintain Contract Management for Rent and Contractual Machinery
- ❖ Execution & documentation for subcontractor machineries
- ❖ Managing Subcontracting machineries
- ❖ Maintaining details of Insurance and TPI of machineries
- ❖ Investigating of all Machinery Accident and taken corrective action
- ❖ Leadership quality can handle manpower and lead at site
- ❖ Arranging Bus and Pickup according to site requirements

PREVIOUS JOB 1

- ❖ Working as a Logistic Executive in Sai Sheet Stampings, Chennai from June 2016 to September 2017

PERSONAL DETAILS:

- ❖ Father's Name: Nakoora Meera
- ❖ Date of Birth: 21/11/1994
- ❖ Marital Status: Married
- ❖ Nationality: Indian
- ❖ Languages Known: English, Tamil, Hindi
- ❖ Permanent Address: No 28, Bazaar Street, Kallakurichi, Tamil Nadu
- ❖ Visa Type: Employment Visa

DECLARATION:

- ❖ I do hereby declare that the particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief

Place:

Yours Sincerely,

Date:

(SIKKANDAR BASHA.N)