



Shah Fahad Fahad

Senior Executive Operations - (Fleet Supervision Officer)

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Sardheri, Charsada, Pakistan

Summary

Qualified Master's Bachelor's in Business Administration Seeking challenging position in Operations that would best utilize my skills and expertise in the business environment. This position would provide me many opportunities to utilize my management and leadership skills. Accomplished in training and motivating other Branch staff to provide a high level of management brings increased standards and profits.

Skills

Writing Skills | Warehouse Management | Typing Speed | Troubleshooting Skills | Travel Trade | Telemarketing | Supply Chain Management | Strong Analytical Skills | Staff Manegment | Risk Management | Reporting Skills | Relationship Management | Recruitment Tools Command | Recruitment Skills | Record Keeping | QuickBooks | Quick Books | Quality Control | Problem Solving | PowerPoint | People Management | Payroll Services | Payroll Management | Operations Management | Negotiation Skills | Microsoft Excel | Managerial Skills | Logistics Support | Logistics Management | Leadership Skills | Lead Generation | Labor Management | Inventory Control Management | Interpersonal Skills | Human Resource Planning | Human Resource Information System | HR Project Management | HR Consulting | Good English Speaking | Fleet Management | Financial Analysis | Financial Accounting | ERP Implementations | eProcurement | End-to-End Project Management | Email Management | Delivery Planing | Data Entry Operations | Cross-team Communication | Corporate - Procurement / Administration Departmen | Conflict Management | Computer Profcient | Computer Hardware Knowledge | Communication Skills | Client Realtionship Management | Business Development Strategies | Administration Knowledge | Accounts Software Command | Accounts Reconciliation | Accounts Receivable | Accounts Payments Handling | Accounts Payable | Accounts Finalization | Accounts Administration

Experience

Sep 2021 - Present

Senior Executive Operations - (Fleet Supervision Officer)

DAEWOO - ZU BRT OPERATIONS, Peshawar, Pakistan

Key responsibilities as assigned by Daewoo & TransPeshawar. Being a Supervisor is responsible for assisting Assistant/Deputy Manager BRT Control Centre in the daily field monitoring of operation of 220 buses on seven routes. Assist Assistant/Deputy Manager BRT Control Centre. To Ensure, responsibilities will include Complete implementation of scheduled headways through Intelligence Transportation System (ITS), Automatic Vehicle Location (AVL) and CCTV cameras at stations and main corridors. Collecting information via monitoring and observing activities through cameras/AVL system in control centre to detect irregular activities and keeping detailed log of the violations. To ensure better quality of services, all ongoing activities (at buses and routes) comply with the conditions of the declared project assigned to the company. To ensure effective communications with the Assistant Manager BRT Control Centre and control centre staff at all times. Compile daily operational reports, compliance reports and violation reports. Key responsibilities as assigned by Daewoo & TransPeshawar. Organize, plan, assign, schedule, and supervise work of personnel involved in the inspection, repair,

maintenance, and servicing of automobiles, Transportation Buses, graders, powered tools and body and paint work. Monitor and evaluate preventative maintenance schedules and procedures to maximize asset availability and cost effectiveness. Preparing daily work such as schedules. Preparing work orders for crew or receiving work orders from work crews. Being in charge of communications within company assigned territories.

Mar 2016 - Apr 2019

Administrative Assistant

EJADAH (ARKAN SECURITY MANAGEMENT SOLUTIONS), Dubai, United Arab Emirates

Serve as the eyes and ears of the office, providing information, answering questions, and responding to requests. Ensure optimal use of office equipment, supplies, and inventories through preventive maintenance. Maintain workflow by analyzing and refining standard operating procedures, such as scheduling, communications, and office layout. Coordinate internal and external resources to expedite workflow. Oversee and achieve organizational goals while upholding best practices. Provide front-desk coverage by managing a busy, multiline phone system, greeting guests as they enter the office, managing incoming/outgoing mail and shipments, and maintaining an organized, clean office environment. Provide administrative support to senior leaders, including email correspondence and generation and distribution of memos, letters, spreadsheets & forms. Plan, organize, and schedule company meetings in the office, off-site, and via videoconference. Coordinate domestic and international travel arrangements for employees. Maintain filing system, contact database, employee list, and inventory. Order and oversee office supplies and food deliveries for group meetings.

Apr 2013 - Feb 2016

Accountant/Admin

Read Foundation school, Charsada, Pakistan

Innovative Academic leader focused on engaging with students and educators to meet learning objectives and drive student progress. Committed to providing empowering leadership through Management and organizational skills. 3-year history of managing top-performing faculty to cultivate student rapport and promote successful education provision.

Education

2015

Northern University

Masters in Business Administration , MBA

Finance

CGPA: 3.3/4

2013

Abdul Wali Khan University Mardan

Bachelors in Business Administration , BBA- Hon's

HRM, IHRM, RECRUITMENT & SELECTION

CGPA: 3.26/4

2008

Government Post Graduate College Mardan

Intermediate/A-Level , Inter-Science

mathematics, statistics, economics

Percentage: 59%

2006



Dargai excellence public school charsadda

Matriculation/O-Level , Matriculation

Science

Percentage: 67%

Languages

Urdu
Expert

English
Expert

Pashto
Expert