

Amit Kumar Chauhan



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Professional summary-

Dependable Fleet Manager equipped to monitor vehicle maintenance and safety to support fleet operations. Keeps meticulous records and enforces adherence to safety and inspection procedures. Coordinates preventive maintenance and schedules repairs to support longevity.

Hardworking leader accustomed to evaluating fleet needs and managing procurement to address business demands. Strong analytical and cost-management talents. Strength in records management and contract negotiation.

Accomplished supply and distribution manager with strengths in personnel management, systems organization and logistics oversight. History keeping materials moving smoothly and on-time with expert management of ongoing operations and special projects. Expert in coordinating dispatching and resolving problems.

Work History

Al Jeri Transportation Group of Company

Fleet Manager // Riyadh KSA // March 2024 - Current

- Introduced operational and administrative procedures to uphold integrity of current processes.
- Coordinated logistics operations according to stakeholder, supplier and client needs.
- Planned logistics across international boundaries to reliably meet delivery requirements.
- Created maps, sketches and charts to analyze data.
- Created thematic maps to present, organize and categories survey data.
- Performed field calculations to complete assessments.
- Deployed staff to maximize cost and performance efficiency whilst achieving service aims.
- Identified new business opportunities and increased lead generation to grow profits.
- Reported on account progress, targets and forecasts and sought solutions to performance issues.
- Highlighted growth opportunities within current client accounts and campaigns to increase revenue.
- Negotiated buying conditions and sales contracts to secure lucrative deals.
- Planned logistical operations for safe transportation, storage and sale of goods.
- Registered and licensed vehicles, complying with all relevant regulations.

Al Jeri Transportation Group of Company

Fleet Coordinator // Riyadh KSA // May 2022 – February 2024

- Generated reports on fleet expenses and performance for senior management.
- Registered and licensed vehicles, complying with all relevant regulations.
- Negotiated parts and labor rates with repair agents.
- Sought to improve fleet processes, functions and communications.
- Serviced vehicles regularly to maintain good working order.
- Scheduled routine maintenance to maximize vehicle lifespans.
- Tracked and managed fleet accruals, daily spending and expenditure.
- Assessed new vehicle requirements and company need to determine correct vehicles to buy or lease.
- Selected, trained and performance-managed staff to build results-focused team.
- Administered expenditure, preventing budget overages with successful control strategies.

DP World

Control Room Asst. Manager // Dubai UAE// May 2018 – Sep- 2020

- Recorded daily operational data on company Activity logs.
- Kept all logs, reports and records up to date and accurate, promptly completing updates.
- Kept accurate records of daily operational data, incidents and operation needs.
- Monitored instruments and indicators to identify potential hazards.
- Provided high-quality CCTV evidence of crime and anti-social behavior.
- Maintained strict confidentiality at all times.
- Managed equipment usage and coordinated resources to allow for equipment maintenance.
- Trained and supervised new team members to comply with standard practices and safety requirements.
- Operated electronic or computerized control panels from central control room.

EMAAR Hospitality Group

Control Room Supervisor // Dubai UAE// May 2016 – Apr- 2018

- Coordinated team training exercises to comply with organizational standards.
- Led platoons to successfully execute daily plans.
- Collected real-time geolocation information to inform time-critical planning.
- Selected appropriate methods to enhance surveillance operations.
- Safeguarded employee and visitor health, safety and assets through effective on-foot patrols and CCTV observation.
- Closely observed CCTV surveillance systems to monitor movement of goods and other personnel.
- Upgraded hardware and software to manage operation and functionality of CCTV viewing suite.
- Coordinated preventative maintenance schedules to reduce CCTV hardware downtime.

The Times of India

Marketing Executive // Noida Delhi NCR// Sep 2013-Apr- Nob-2014

- Identified new customer segments and target audiences to expand reach.
- Developed marketing plans to support department strategies.
- Customized promotional strategies to meet needs of different clients, products and services.
- Developed strategy for social media marketing with cohesive messaging across multiple platforms.
- Analyzed sales reports to identify trends and update strategies.
- Supported front-line sales teams with well-coordinated administrative operations.

Skills

- Team player
- Flexible
- Multidisciplinary teamwork
- Blueprint reading
- Environmental sustainability
- Quick learner
- Technical knowledge
- Documentation
- Routing
- Systems evaluation
- Schedule development
- Budget analysis
- Coordination
- Time management
- Communication skills
- Marketing

Education

Bachelor of Business Administration- E- Marketing, E- Banking

IMS Noida // Noida Delhi NCR// June 2010-July 2013.

Executive MBA – Banking management, E- Commerce

NIBM Chennai (Distance Education) // Chennai India.

Computer Skills

Microsoft Office
Oracle
Adobe Photoshop
Outlook
Basic hardware installation

Certification& License

- Certification Program in New products and brand management. (ESC Rennes school of business 2012)
- Certificate Program in Marketing (IIT Delhi)
- Course On Computer Concepts (NIELIT 2014)
- Security system Operator Couse (SIRA 2017)
- Computer Security Awareness Training - ARAMCO (KnowBe4 2022)
- Internet Security Awareness Training - ARAMCO (KnowBe4 2022)

Languages

English (*Upper Intermediate*)

Hindi (*Advanced*)

Personal Details

- Nationality *Indian*
- Marital Status *Married*
- Gender *Male*

Declaration-

I affirm that the details provided in this resume are accurate and verifiable. I understand that any discrepancies or false information may lead to disqualification from the recruitment process or termination of employment.

Date-

Signature
(Amit k. Chauhan)