



Shakir Ur Rehman

Equipment & Transport Operations Coordinator/Supervisor

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🚗 Qatar & Pakistan 🧑 Male 📞 28958601947

👤 PROFILE

I am seeking a challenging career within a dynamic and progressive organization where enthusiasm, dedication, and task management skills are essential to driving the organization forward.

I bring over 14 years of experience in Equipment & Transport Operations and Coordination. My background includes involvement in various projects, such as:

- Heavy Industrial Projects
- Earth Works Projects
- Operations with Heavy Equipment, Vehicles, and Crushers.
- Transport Operations Coordinator in Tourism Industry.

My experience encompasses site administration, managing and controlling working hours for equipment and manpower, and preparing invoices and salary slips. Additionally, I have 2 years of experience in the tourism industry as a Transport Operation Coordinator, excluding a 14-year period dedicated to other sectors.

📁 PROFESSIONAL EXPERIENCE

10/2022 – present
Doha, Qatar

Peninsula Compass Tourism LLC ✓

Transport Operation Supervisor / Coordinator

- Oversee daily transport operations, including scheduling and dispatching vehicles.
- Coordinate the activities of drivers, ensuring adherence to schedules and routes.
- Allocate and manage transportation resources efficiently.
- Ensure optimal utilization of vehicles and equipment.
- Develop and implement transport schedules and plans.
- Adjust plans as needed to accommodate changing conditions and priorities.
- Ensure all transport operations comply with relevant laws, regulations, and company policies.
- Promote and enforce safety standards, conducting regular safety meetings and training sessions.
- Monitor the maintenance and repair of vehicles, coordinating with mechanics and maintenance teams.
- Schedule regular inspections and ensure timely repairs to minimize downtime.
- Maintain accurate records of transport activities, including vehicle logs, maintenance records, and incident reports.
- Generate regular reports on transport performance, costs, and efficiency.

- Address and resolve customer inquiries and complaints regarding transport services.
- Ensure high levels of customer satisfaction through efficient and reliable transport operations.
- Assist in the preparation and management of the transport department budget.
- Monitor expenses and implement cost-saving measures.
- Track and evaluate the performance of drivers and transport staff.
- Provide feedback, conduct performance reviews, and implement corrective actions as needed.
- Serve as the primary point of contact between the transport department and other departments or stakeholders.
- Facilitate effective communication to ensure smooth operations.
- Develop and implement emergency response plans for transport-related incidents.
- Coordinate emergency response efforts, ensuring the safety of personnel and assets.
- Train new drivers and transport staff on company policies, procedures, and safety standards.
- Promote continuous improvement and professional development within the team.
- Analyze and optimize transport routes to improve efficiency and reduce costs.
- Utilize route planning software and tools to enhance operational effectiveness.

01/2014 – 10/2022
Doha, Qatar

Aljaber Engineering WLL

Equipment & Transport Coordinator / Administrator

- Oversee the acquisition, maintenance, and repair of heavy equipment and vehicles.
- Ensure all equipment & Vehicles is in safe, operational condition and compliance with safety regulations.
- Plan and coordinate the deployment of equipment and vehicles to various job sites.
- Schedule and allocate resources to optimize efficiency and meet project deadlines.
- Maintain an accurate inventory of equipment and parts.
- Track usage, monitor stock levels, and order supplies as needed.
- Provide logistical support for transportation needs, including route planning and fleet management.
- Coordinate with drivers and operators to ensure smooth operations.
- Prepare and process documentation related to equipment and transport operations, including work orders, invoices, and reports.
- Manage records of equipment usage, maintenance, and repair histories.
- Assist in the preparation and monitoring of budgets related to equipment and transport.
- Control costs and ensure efficient use of resources.
- Ensure all operations comply with relevant regulations and safety standards.
- Conduct regular safety inspections and training sessions for staff.
- Serve as the primary point of contact between the transport department, project managers, and other stakeholders.
- Address and resolve issues related to equipment and transport logistics.
- Monitor the performance and productivity of equipment and transport operations.
- Analyze data and generate reports to identify areas for improvement.
- Train and supervise staff involved in equipment and transport operations.
- Promote continuous improvement and professional development within the team.

11/2010 – 12/2013
Doha, Qatar

Aljaber Engineering WLL

Equipment & Transport Time Keeper

- Record Keeping:

Track and log working hours of employees, equipment, and vehicles.

Maintain accurate attendance records.

- Payroll Processing:

Calculate wages based on recorded hours.

Prepare and issue salary slips.

- Scheduling:

Coordinate work schedules for staff and equipment.

Ensure optimal allocation of resources.

- Compliance:

Ensure adherence to labor laws and company policies.

Monitor overtime and leave balances.

- Reporting:

Generate reports on productivity and resource utilization.

Provide data for project costing and billing.

- Administrative Support:

Assist with invoice preparation for equipment and manpower services.

Support site administration tasks.

- Communication:

Liaise with project managers and supervisors on workforce management.

Address and resolve timekeeping discrepancies.

- Documentation:

Maintain detailed and organized timekeeping records for audit purposes.

Ensure proper documentation of equipment usage and maintenance logs.

EDUCATION

01/2019 – 02/2021
Islamabad, Pakistan

Bachelors (Arts)

Allama Iqbal Open University
Graduated with Second Division, 63%

06/2015 – 06/2016
Islamabad, Pakistan

Diploma in Information Technology

International Safety Management Council
Graduated with A Grade, 72%

SKILLS

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|--------------------------|---------------------|----------------------------|
| • Transport Coordination | • Risk Management | • Transport Operations |
| • Time Management | • Technical Support | • Communication Management |
| • Vehicle Scheduling | • Fleet Management | • Cost Control |
| • Driver Training | • Safety Compliance | • Emergency Planning |

LANGUAGES

English	● ● ● ● ●	Arabic	● ● ● ● ●
Urdu/Hindi	● ● ● ● ●	Pashto	● ● ● ● ●

COURSES

Karachi, Pakistan	Microsoft Office (MS Word, Excel, Power Point) Sindh Board of Technical Education
Kohat, Pakistan	Microsoft Office Arabic/Urdu Composing Skills Development Council Peshawar (A Joint project of National Training Bureau Govt. of Pakistan, ILO, World Bank & EFP)
Karachi, Pakistan	Graphics & Composing (Arabic/Urdu) Sindh Board of Technical Education.

PROJECTS

11/2022 – 12/2022	FIFA 2022 Qatar Transport Operations for Visitors, Including Visitor Accommodation Management The transport and accommodation management for FIFA 2022 in Qatar was a comprehensive and meticulously planned operation aimed at ensuring a seamless experience for the influx of foreign visitors. The key aspects included: Transport Management: Public Transport Enhancement: Qatar significantly expanded its public transport network, including buses, metro, and trams, to provide efficient and reliable services to all venues and tourist destinations. Shuttle Services: Dedicated shuttle services were arranged between major hotels, stadiums, and fan zones to facilitate easy movement for visitors. Ride-Sharing and Taxis: Partnerships with ride-sharing companies and an increase in the availability of taxis helped manage the increased demand. Traffic Management: Advanced traffic management systems were implemented to ensure smooth traffic flow and minimize congestion, especially around event venues. Airport Services: Enhanced services and increased capacity at Hamad International Airport ensured smooth arrivals and departures for the visitors. Accommodation Management: Hotel Capacity Expansion: Qatar increased its hotel capacity significantly, offering a wide range of options from luxury hotels to budget accommodations to cater to different visitor preferences. Alternative Accommodations: In addition to hotels, serviced apartments, cruise ships, and fan villages were provided as alternative accommodation options. Quality and Standards: Overall, the transport and accommodation management for FIFA 2022 in Qatar was designed to provide a world-class experience, reflecting the country's commitment to hospitality and efficient service for international guests.
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