

Atique Hussain

Transport coordinator

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SUMMARY

Highly organized and detail-oriented Transport Coordinator with 10 years of experience in efficiently managing transportation operations.

Adept at coordinating logistics, optimizing routes, and ensuring timely and cost-effective delivery of goods.

Proficient in using transportation management systems and committed to ensuring the highest levels of safety and compliance.

EXPERIENCE

Transport Coordinator

VITO Muhendislik Insat ve Taahhut A.S. | NFXP3 – QatarEnergy – LNG

Aug '23 — Present

- Duration: August'2023
- Till Now -Transport Coordinator will act as a focal point for all traffic accidents. -emergency coordinator to respond to vehicle related incidents, and breakdown support coordinator. -It shall consistently deliver TBTs to the drivers. -All vehicles used as part of the project undertaking are suitable and fit for purpose. -An inspection of the vehicle is undertaken upon mobilization to the project and records of that inspection are maintained in an auditable manner. -Maintenance of vehicles are carried out at the schedule time and that there are documents to support the same. Road Safety Rules are strictly adhered to. -The In Vehicle Monitoring system (IVMS) is installed in all transportation vehicles, and a report is generated on a weekly basis and communicated to CONTRACTOR. -All the violation are addressed to the relevant personnel and actions are taken as per disciplinary action procedure.

Logistics Coordinator

Qatar Engineering & Construction Co. W.L.L.

Dec '20 — Jun '23

- Duration: December'2020
- June'2023 -Oversee the tracking and management of inventory levels to ensure adequate supplies for ongoing projects. Implement effective inventory control measures to minimize excess or shortage of materials. -Collaborate with procurement teams to ensure timely acquisition of necessary materials and equipment. Assist in sourcing suppliers and evaluating their performance. -Coordinate the shipping and receiving of materials, ensuring accurate documentation and compliance with relevant regulations. Oversee loading and unloading processes to guarantee the safe handling of goods. -Plan and execute transportation routes to optimize delivery schedules and minimize costs. Liaise with transportation providers, ensuring smooth operations and timely deliveries. -Maintain accurate records of shipments, receipts, and other logistics-related documentation. Ensure compliance with legal and regulatory requirements pertaining to transportation and logistics. -Cultivate and maintain strong relationships with vendors and suppliers. Monitor vendor performance, address any issues, and negotiate contracts when necessary. -Enforce safety protocols and compliance with industry standards in all logistics operations. Conduct regular safety audits and inspections to identify and address potential hazards. -Monitor and control logistics-related expenses to ensure cost-effectiveness and efficiency. Identify opportunities for cost savings in transportation, warehousing, and inventory management. -Provide leadership and guidance to logistics team members, ensuring they understand their roles and responsibilities. Generate reports on logistics activities, performance metrics, and key performance indicators (KPIs) for management review. -Analyze logistics data to identify areas for improvement and optimization. Implement process enhancements to streamline operations and increase overall efficiency.

Superintendent Operation, Logistics & Transportation

ARASCO

Aug '17 — Sep '20
Dammam, Saudi Arabia

- Duration: August'2017
- September'2020 -Oversee and manage the entire logistics process, including planning, coordinating, and executing the movement of goods, equipment, and products. -Ensure the efficient movement of goods, including animal feeds, glucose, fructose, corn oils, etc., while maintaining a high level of service quality and cost-effectiveness. -Establish and maintain relationships with vendors and suppliers to ensure timely and reliable delivery of materials and services. -Implement strategies for effective inventory management, including monitoring stock levels, conducting regular audits, and optimizing storage solutions. -Identify opportunities for cost-saving measures in transportation and logistics processes, such as route optimization, mode selection, and carrier negotiations. -Ensure compliance with industry regulations and safety standards, including transportation regulations, environmental guidelines, and occupational health and safety policies. -Provide leadership and guidance to the logistics and transportation team, including setting performance targets, conducting performance evaluations, and facilitating professional development. -Generate reports on key performance indicators (KPIs) related to logistics and transportation operations. Analyze data to identify areas for improvement and implement corrective actions. -Oversee the management of inventory, including tracking stock levels, monitoring reorder points, and coordinating replenishment activities. -Implement and maintain quality assurance processes to ensure that all logistics and transportation activities meet established quality standards and adhere to best practices. -Coordinate the efforts of team members, assign tasks, and monitor progress to ensure that deadlines are met, and projects are completed

successfully. -May have client-facing responsibilities, such as participating in client meetings, providing updates on project progress, and addressing client concerns or requests. -Identify and resolve any issues or challenges related to logistics and transportation operations, working with the team to find effective solutions. -Drive initiatives to continuously improve logistics processes, such as implementing new technologies, streamlining workflows, and optimizing resource allocation. -Stay up to date with changes in transportation regulations and industry best practices, and ensure that the company's operations remain compliant.

Office Administrator

Aug '15 — May '17

ABU DHABI NATIONAL HOTELS COMPASS

Al Ain, United Arab Emirates

- Duration: August'2015
- May'2017 -Provide comprehensive administrative support to various departments within the organization. Assist in managing day-to-day administrative tasks and operations. -Maintain and organize documents, files, and records in a systematic and accessible manner. Ensure all records are up-to-date and accurately. -Monitor and manage office supplies inventory. Procure necessary supplies, ensuring they are readily available for use. -Coordinate and schedule meetings, conferences, and events. Arrange necessary facilities, equipment, and refreshments. -Handle incoming and outgoing mail, emails, and phone calls. Ensure timely and appropriate responses to correspondence. -Make travel arrangements for employees, including booking flights, accommodations, and transportation. Ensure travel itineraries are well-organized and communicated. -Accurately input and manage data in various systems and databases. Perform regular data checks and clean-ups to ensure accuracy. -Assist in the preparation and submission of expense reports for employees. Verify receipts and documents for accuracy and compliance. -Coordinate tasks and projects as directed by management or department heads. Handle sensitive information and maintain confidentiality in all aspects of work.

Assistant Team Leader

Aug '13 — Aug '15

Tata Consultancy Services

Kolkata, India

- Duration: August'2013
- August'2015 -Assist the Team Leader in managing and supervising a team of professionals. This includes assigning tasks, setting goals, and ensuring that team members meet their objectives. -Work closely with the Team Leader to support project planning and execution. Help define project scope, goals, and deliverables. Ensure that the team is aligned with project objectives. -Mentoring and Coaching: Mentor and coach team members to help them develop their skills and achieve their career goals. Provide guidance and support as needed. -Play a role in ensuring that the team's work meets quality standards and adheres to best practices. This may involve reviewing deliverables, conducting quality checks, and implementing quality improvement processes. -May have client-facing responsibilities, such as participating in client meetings, providing updates on project progress, and addressing client concerns or requests. Act as a liaison between the team and the client. -Identify and resolve project-related issues or challenges. Work with the team to find solutions and keep the project on track. Report progress to higher management. -Assist in coordinating the efforts of team members, ensuring that tasks are assigned and completed on time. Allocate resources and distribute workloads effectively. -Monitor team performance and report progress to higher management. Provide regular updates on project status and ensure that deadlines are met. -Provide technical guidance and support to team members as needed. Help team members overcome technical challenges and obstacles. -Ensure that the team follows established processes, methodologies, and best practices. Implement and enforce compliance with company policies and procedures. -Contribute to the professional development of team members by identifying training needs and recommending relevant training programs. -Foster a collaborative work environment, both within the team and with other departments or teams within the organization. - Participate in performance evaluations of team members. Provide constructive feedback and contribute to the assessment of individual performance.

EDUCATION

Master in Supply Chain Management, Suresh Gyan Vihar University In 2025

Master in Business Administration, Sikkim Manipal University In 2014

Bachelor in Art's, West Bengal State University

CERTIFICATIONS

NEBOSH International General Certification Level 3

Computer Hardware Software Installation Course

ACHIEVEMENTS

Award for best Employee

TATA Consultancy Services & From Client NPOWER

Award for best Employee

QCON

Received Awards

school & College

for different activities participation

SKILLS

Operations Management Transportation Operations, Logistics Management, Regulatory Compliance

Time Management Time Management

Technical Skills Technology Proficiency (TMS, IVMS, GPS, ERP, CRM)
Customer Relations Customer Focus, Negotiation Skills
Language Proficiency English (Fluent), Hindi (Proficient), Urdu (Proficient), Bengali (Proficient), Arabic (Basic)

RESUME

I, Atique Hussain, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.