



United Arab Emirates

Mr. ABDUL REHMAN

PERSONAL DETAILS

Reference No.	CV-IT-135862-24
Country of Residence	United Arab Emirates
Surname	REHMAN
Given Name	ABDUL
Date of Birth	Friday, 25 Jun 2004
Gender	Male
Marital Status	Single
Religion	Islam

PASSPORT DETAILS

Passport Number	
Nationality	Pakistan
Date Of Issue	Friday, 23 Sep 2022
Date Of Expiry	Tuesday, 21 Sep 2032
Place Of Issue	LAHORE

PHYSICAL INFORMATION

Height	5.11
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Weight	74
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, I have any physical disability or serious illness.

, I have any scars, marks or tattoos.

EDUCATION INFORMATION

Highest Level of Education	Below Matriculation
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School/College/University Name	NA
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Passing Year	NA
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PROFESSIONAL QUALIFICATIONS

Institute Name	
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Course Title	
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Passing Year	
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LANGUAGES INFORMATION

Languages	Speaking	Writeing	Understanding
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ENGLISH	Well	Well	Excellent
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URDU	Excellent	Fair	Excellent
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EMPLOYMENT HISTORY

Year Of Exprience	2
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Background	<p>I am Abdul Rehman, an experienced Fleet Coordinator and Workshop Incharge with a proven track record in Excel, fleet coordination, data management, and workshop management. I optimize fleet operations, organize workshop activities, and ensure efficient resource allocation. My advanced Excel skills allow me to automate processes, generate insightful reports, and support data-driven decision-making. Additionally, I have hands-on experience managing workshop operations, overseeing maintenance schedules, and ensuring smooth daily activities.</p> <p>Key Skills: Fleet Coordination & Scheduling Workshop Management & Coordination Advanced Excel (pivot tables, VLOOKUP, Macros, Data Visualization) Data Management & Reporting Logistics Optimization Process Improvement & Workflow Automation Resource Allocation & Inventory Management Performance Analysis & Problem-Solving</p> <p>Professional Experience: Fleet Coordinator and Workshop in charge Delqo Express Delivery Service – 13-Nov-2023 to Present Coordinate and optimize fleet schedules to ensure timely deliveries and effective resource allocation. Oversee day-to-day operations of the workshop, ensuring projects and maintenance tasks are completed on time and within budget. Supervise the maintenance and repair of vehicles, ensuring adherence to safety standards and minimizing downtime. Implement data management systems to track fleet performance, workshop activities, and maintenance schedules. Develop and automate Excel reports to improve the accuracy and efficiency of both fleet and workshop operations. Analyze key performance indicators (KPIs) to identify areas for improvement in fleet coordination and workshop efficiency.</p>
Latest Company	DELQO EXPRESS DELIVERY SERVICE
Telephone No	0412345678
Address	Warehouse 11 7th St - Al Qusais Industrial Area - Al Qusais Industrial Area 3 - Dubai
Date Of Join	2023-11-13
Last date at Job	

NOTE:-

We are Workers in Armenia / Galaxy Seven Armenia, a recruitment and employment support organization assisting employers and foreign workers in the Republic of Armenia. We have been appointed as HR consultant for the above applicant. The above (CV) applicant is our registered and recognized candidate; therefore, we assure you that the applicant will be well-mannered, sober, and gentle. After confirming hiring eligibility, our company will assist the applicant in preparing the required documents for the work authorization process and, where applicable, for obtaining a legal work residence permit in Armenia. After completion of formalities, our company will support the applicant by providing basic but very important HSE and first-aid training. Workers in Armenia / Galaxy Seven Armenia will also provide proper knowledge to the applicant about work ethics/behavior and the applicable laws and regulations of the Republic of Armenia. Our office representative will be accessible at all times through our Armenia office with 24/7 online support to respond to the employer (Company) and assist throughout the entire process. Our entire service follows ethical recruitment practices. We do not charge any money/fees from the applicant for VISA or JOB in Armenia.