



RENJI EASOW SAMUEL

WORK EXPERIENCE

Dec 2013
Jan 2022

Fleet Coordinator
Zulekha Hospital | Sharjah

Responsibilities

1. Coordinating for all fleet / transport requirements. Managing drivers Rota-role to maintain effective fleet requirements. Ensuring regular maintenance of all company vehicles. Ensuring yearly registering /renewal of company vehicles. Ensuring all RTA and Municipality works related to Vehicle (Parking, Advertisements etc. and Ambulance yearly registrations. Keep the company traffic file with RTA always ready for transactions by monitoring and clearing traffic fines regularly. Coordinate with user departments and with insurance on accident claim registration activities. Monitor road toll accounts salik and DARB submission of monthly reports to finance and regular replenishment of account to ensure adequate fund is maintained. Maintain RTA e wallet, FTA and Tasjeel accounts submission of monthly reports to finance and to coordinate with on regular top up of accounts. Assist in vehicle disposal cancellation and transfer through RTA. Coordinate in obtaining advertisement permit and annual renewal with NOC & RTA endorsement. Maintain and keep the fleet list file updated. Follow up for vehicle and insurance registration, renewal and salik/DHARB tags registration /top ups and rahal card top ups ad time bound passing of vehicle inspection. Maintain and monitor data of driver's vehicles, milage fuel consumption and efficiency per day trip and routes and tolls. Checking lease / own options viability for site-to-site cases. Maintain track of all leased/Owned vehicle Equipment's. Streamline and monitor fuel purchase system with fuel cards /tags for all vehicles and drivers. Plan process and execute vehicle purchase and vehicle replacement through efficient settlement
2. Planning and managing fleet movements its schedule. Utilizing of drivers effectively their schedule, leave and matching with duty timing at sites. Maintaining vehicle logbook and monitoring regularly maintenance for each vehicle. Maintain attendance records of drivers and heave Equipment operators. Coordinate with recovery drivers for emergency breakdowns and accidents. Track oil change, tire, Oil filter and air filter changes and periodic Maintenance. Setup mobile workshop and travel to other sites on monthly basis for onsite maintenance. Proposes and arrange replacement vehicles for passing, breakdown or accident.

EDUCATION QUALIFICATION

- ❖ Master of Business Administration (MBA) – Human Resources from Dr. CV Raman University, Bilaspur, Chhattisgarh India, 2021 – **Ongoing**.
- ❖ Bachelor Degree in Arts (B.A) Sociology from Indira Gandhi University New Delhi, India, 2004-2007.
- ❖ Higher Secondary School Certificate from Model H. S. School Bhopal, India, 1994-1996.
- ❖ Secondary School Leaving Certificate, from Govt. H.S Edappally, Kochi, Kerala, India, 1991-1992.

CERTIFICATIONS

•Diploma in Information and Systems Management from APTECH 1995-1996 including M.S. Office, Page Maker, Adobe Illustrator, CorelDraw, Lotus 1-2-3, FoxPro, Tally, Internet and Email

UAEDRIVING LICENCE

NO: 1836953

LANGUAGE

English,Hindi,Malayalam

PERSONAL DATA

- Nationality : Indian
- Sex : Male
- Date of Birth : 30 May 1977
- Marital Status : Married
- Visa Status : Wife Sponsorship



+971509264282



Dubai,UAE



renjicharalel@gmail.com

SKILLS

To achieve excellence in every position through hard work and experience, while being a part of a vibrant and career promising organization. **13 Years** of extensive experience in United Arab Emirates. Possess solid Secretarial & Administrative experience. Proficient in maintaining a systematic project filing system (including Electronic Data Management System & Hard Copy filing). Proficient in Microsoft Office (Excel, PowerPoint, Word and Microsoft Office Outlook) and in Adobe Acrobat. Adept in handling office management tools such as Xerox Copier, Scanner, Disk burn, Fax machine, Internet etc. effectively and accurately to complete daily activities. Ability to manage multiple tasks in a pressured environment. Good communication skills with the ability to deal tactfully and effectively with people at all levels. Good communicator, accommodative, team player and honest.

3.

Jan 2008
Aug 2013

Focal point for accident reporting and accident repair updates the accident tracker and keep folder file for each accident report. Receive maintenance request form, record and follow up on vehicle repair until the vehicle is released back to the site. Tracking estimates from reliable workshops for repairs/maintenance and for spares separately also shall maintain necessary documents for claiming insurance in case of accidents. Assisting in the recruitment of quality drivers into the fleet. Perform after service quality check and follow-up on driver's performance. Review performance of driver's identity any necessary training or improvement. Utilizing GPS systems to monitor drivers and track vehicles and validating with trip sheet to avoid any misutilization.

Receiving purchase order from Clints / Receiving Enquiries. Hospital Facility Supervisor- Operating BMS System, Fire alarm System, Lighting Control system, Pneumatic tube operating system, Central battery system, Parking barrier operating system, Nurse call system. Hospital Maintenance Supervising. Drafting Correspondences to relevant departments in case if required. Preparing reports for Maintenances. Maintaining details of all operating systems.

Customer Support Executive cum Document Controller

Business Communication LLC (DUTCO Group) | Abudhabi

Responsibilities

1. Implement and maintain the Document Control Management System of Company. Establishing and maintains hard copies for incoming and outgoing documents. Receives all incoming mails including letters, memorandums, reports from relevant Divisions, Companies and distributes to concerned Departments. Update, maintain, controls and registering of all incoming/outgoing documents in Microsoft Office Excel. Monitor and assure on time updation of all online schedules and logs. Preparation of all correspondences Faxes, Memos, Letters, E-mails. Tracking pending matters with concerned personnel for swift action. Preparation and follow up of Tender Documents, enquires, quotations, Comparison Sheet, LPO and Invoices. Handling Petty Cash and other office purchases. Monitoring adherence to Safety Programs & Coordinating all Safety requirements. Handle all travel arrangement, flight booking and hotel booking for staffs and Manager. Payment follow-ups. Follow up and renewal of maintenance contracts.
2. Maintain confidential records of Company. Plan and direct activities, continuously monitoring the Progress; Generating several reports and spread sheets in Microsoft Office Excel, as required by Several Department Managers. Assisting various departments for preparation and submission of Daily, Weekly and Monthly Reports. Filing of hardcopies and arrange according to the code and classification for easy retrieval.



+971509264282



Dubai, UAE



renjicharalel@gmail.com