



# USAMA BIN SIDDIQUIE

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## PROFILE SUMMARY

Highly organized and detail-oriented Fleet Manager with a proven track record of managing vehicle fleets across Dubai and the other emirates. Proficient in vehicle quality inspections, maintenance scheduling, fuel management, and GPS tracker operations to optimize fleet performance. Demonstrates strong leadership skills with an emphasis on safety, cost efficiency, and customer satisfaction. Adept at handling all aspects of fleet management, including driver supervision, vehicle compliance, and operational planning. Courteous, professional, and committed to maintaining high standards in fleet safety and performance.

## WORK EXPERIENCE

***Fleet Manager | All rounder Car rental***  
***Dubai, UAE***  
***Jan 2024 - Oct 2024***

- Managed a fleet of vehicles, ensuring efficient scheduling and timely transportation for company executives and staff across Dubai and other emirates.
- Conducted regular vehicle quality inspections, ensuring all vehicles met safety standards and were in optimal working condition.
- Oversaw maintenance scheduling and coordinated with service providers to perform preventative and corrective maintenance, minimizing downtime.
- Implemented fuel management strategies, monitoring fuel consumption, and identifying opportunities to improve fuel efficiency and reduce costs.
- Managed GPS tracking systems, ensuring all vehicles were monitored for real-time location updates, route optimization, and improved fleet efficiency.
- Developed safety protocols and ensured adherence to UAE road safety regulations, keeping both the fleet and drivers compliant.
- Maintained comprehensive records of vehicle usage, maintenance history, and fuel consumption for reporting and cost control purposes.
- Worked closely with the logistics team to optimize routes and schedules, enhancing the overall efficiency of transportation services.

***Transport Coordinator | Royal Smart Limousine***

***Dubai, UAE***

***Jan 2023 – Dec 2023***

- Led the coordination of daily transportation services, managing a fleet of vehicles and drivers for VIP and executive clients.
- Conducted daily vehicle inspections and ensured that maintenance was performed promptly to avoid disruptions.
- Managed fuel tracking and consumption reports, ensuring cost-effective use of resources.
- Utilized the RSL Dispatch App for trip dispatching, real-time updates, and accurate trip tracking, ensuring smooth and timely service.
- Supervised the installation and operation of GPS tracking systems, enabling better route management and safety monitoring.
- Monitored driver performance, provided regular feedback, and ensured that customer satisfaction remained a top priority.
- Liaised with internal departments to ensure alignment with company standards and to meet customer transportation needs.

***Sales & Operations Associate | SWVL***

***Islamabad, Pakistan***

***Jun 2019 – Nov 2022***

- Managed daily ride operations, overseeing the scheduling and dispatching of vehicles for efficient transportation services.
- Conducted pre- and post-trip vehicle inspections, ensuring all vehicles were compliant with safety regulations.
- Collaborated with the operations team to improve fleet management processes and reduce operational inefficiencies.
- Coordinated with drivers to ensure vehicle readiness and addressed any operational issues related to fleet performance.

***Supply Executive | Careem***

***Islamabad, Pakistan***

***Jan 2017 – Jan 2019***

- Managed fleet operations, ensuring new drivers were trained and vehicles met company standards.
- Oversaw vehicle inspections and maintenance schedules to ensure the fleet was in top operational condition.
- Implemented driver performance monitoring systems and addressed operational queries to improve service quality.

**EDUCATION**

- Bachelor's Degree
- Allama Iqbal Open University, Islamabad

## PERSONAL SKILLS

- **Fleet Management:** Expertise in overseeing fleet operations, ensuring vehicle quality, safety, and timely service delivery.
- **Vehicle Quality Control:** Skilled in conducting regular inspections, ensuring vehicles meet safety standards and operate at optimal performance levels.
- **Time Management:** Strong ability to coordinate schedules, ensuring timely arrivals and minimizing delays.
- **Fuel & Cost Management:** Proficient in tracking fuel consumption and identifying areas for cost reduction and fuel efficiency.
- **GPS Tracking:** Experienced in managing GPS tracking systems for real-time fleet monitoring and route optimization.
- **Safety & Compliance:** Ensures full adherence to UAE road safety regulations and company policies.

## SOFTWARE SKILLS

- GPS Navigation Systems
- GPS Tracking Systems
- RSL Dispatch App
- Microsoft Excel, PowerPoint, Outlook

## LANGUAGES

- English
- Urdu