

WASEEM SHARIEF

Fleet Officer / Operation Supervisor

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Professional Summary

Experienced and highly organized Fleet Officer with a proven track record in managing and optimizing large fleets of around 1200+ within the transportation industry. Possesses extensive knowledge of fleet management systems, regulatory compliance, and maintenance protocols. Adept at ensuring operational efficiency, cost-effectiveness, and safety across all fleet operations. Demonstrated ability to lead teams, coordinate logistics, and implement strategies that enhance fleet performance and reduce downtime.

Professional Experience

Fleet Officer

Emirates General Transport, Abu Dhabi | Dec 2023 – Present

- Coordinate driver schedules for efficient operation.
- Monitor driver performance including driving behavior and schedule adherence.
- Monitor fleet movement using GPS tracking and telematics systems.
- Maintain accurate vehicle records including registration and service history.
- Optimize fleet usage and implement vehicle maintenance schedules.
- Optimize routing to reduce fuel consumption and enhance delivery timelines.
- Manage accident reports and ensure legal compliance for all vehicles.
- Utilize fleet management and GPS tracking systems to enhance performance.

Fleet Coordinator / Dispatcher

Green Mountain Environment & Transport Services, Abu Dhabi | Dec 2020 – May 2023

- Coordinate daily vehicle dispatch and scheduling to ensure timely and efficient operations.
- Assign vehicles and plan routes for fuel and time efficiency.
- Ensure proper vehicle assignment based on operational needs and driver availability.
- Monitor fleet via GPS and schedule maintenance and repairs.
- Coordinate driver shifts and provide training on safety and compliance.
- Maintain records and communicate with drivers for issue resolution.

Vehicle Control Dispatcher

Averda Waste Management LLC, Al Ain | Apr 2018 – May 2020

- Oversaw daily dispatch plans and vehicle allocation.
- Prepared performance reports and coordinated vehicle maintenance.

- Ensured compliance with mechanical inspection schedules.
- Supported quality and accuracy in planning and operations.

HR Recruitment Officer

Saad Manpower Services Ltd, Mumbai | Sep 2011 – Feb 2017

- Managed full-cycle recruitment and candidate screening.
- Scheduled interviews issued job offers, and managed onboarding.
- Conducted inductions and probation performance reviews.
- Liaised with management for approvals and salary structures.

Collection Officer

Fintrestle, Dubai | Aug 2010 – Apr 2011

- Managed collections on overdue accounts through field visits and calls.
- Updated collection systems and reported daily activities.
- Achieved targets and trained new collection agents.

Collection Officer

ICICI Bank, Mysore | Jun 2007 – Mar 2009

- Collected dues and managed delinquent accounts.
- Prepared MIS reports and monitored agency performance.
- Handled escalations and resolved customer disputes.

Education

Bachelor's Degree

Sir CV Raman University, Bilaspur, India – 2014

Skills

- Vehicle Scheduling & Dispatching
- Route Optimization & Planning
- Fleet Utilization & Efficiency
- GPS Tracking & Telematics Systems
- Fuel Consumption Monitoring
- Preventive Maintenance Scheduling
- Vehicle Registration & Compliance
- Accident & Incident Reporting

Languages

English, Hindi, Urdu, Kannada, Tamil, Arabic

Certifications & Courses

MS Office Applications, Rainbow Learners Academy (Apr 2007 – Oct 2007)

Personal Details

Date of Birth: 14/04/1988

Nationality: Indian

Passport Validity: 14/09/2031

Visa Status: Employment

Marital Status: Married

Driving License: UAE Driving License