



Mahroz Alam

Mobile: +91 9229390127

Email: alam.mahroz@gmail.com

Objective

Motivated Disparture cum Shift Leader enthusiastic about helping team members meet and exceed objectives with compassionate leadership. Talented trainer and operational problem-solver with front-line experience and collaborative nature. Resourceful in balancing customer, company and employee needs. To secure a good position in an organization that values honesty, hard work, and offers opportunities for growth and learning for skilled and dedicated individuals. To work in a team-based environment in order to achieve personal aims and contribute to the overall organization as well.

Professional Experience

Disparture cum Shift Supervisor (February 2018 – March 2024)

Al-Khaldi Logistic Co. [Contractor for Aramco] (Saudi Arabia)

- Making road permits through (Bayan) for heavy Trucks.
- Tracking & Coordinating 100+ trucks through GPS (AFAQY) and making delay report and sending it to Aramco on daily basis.
- Entering daily productivity through SAP (INFOR).
- Managed employee schedules, training, and customer relations.
- Ensured vehicle maintenance and compliance with safety standards.
- Performed clerical tasks and handled data storage and reporting.
- Maintained document libraries and handled phone inquiries.
- Manage departmental vehicle activities, promote safe and cost-effective operations.
- Disseminate vehicle and safety info, maintain usage reports.

- Conduct driver record reviews and ensure policy compliance.
- Coordinate with the Institutional Fleet Coordinator.
- Financial accountings.
- Monitor over 200+ vehicles handling in different projects.
- Approved monthly timesheets for employees from Aramco.
- Proponent. Employee schedules and personnel records.
- Training staff in department policies and procedures.
- Sharing information about new laws or technological advances.
- Often serve as a point of contact for customers.
- Building relationships and addressing complaint.
- Manage databases that detail transport activities.
- Maintaining all vehicles in top working order.
- Ensuring compliance with safety standards.
- Allocating driver assignments.
- Daily tasks include supervising employee performance.

Projects Worked

- GTI (Abu Maan).
- Eradat (Abu Maan).
- Shudgum Mud Aramco (Indar, An Nakhil).
- Saudi Aramco Drilling Oil & Water (Indar, An Nakhil).
- Saudi Aramco Cargo (Yanbu).
- Saudi Aramco Cargo (Dahran).
- Saudi Aramco Cargo (Udiliyah).

Technical Editor (March 2012 – May 2017)

Cenveo Publications Pvt. Limited [KGL] (Mumbai, India)

- **Copyediting:** Reviewing and correcting grammar, spelling, and punctuation.
- **Proofreading:** Checking for errors before publication.
- **Fact-checking:** Verifying the accuracy of the information presented.
- **Suggesting improvements:** Providing feedback to writers on how to improve the clarity and effectiveness of the content.
- **Creating style guides and templates:** Developing guidelines for writers and ensuring consistency across documents.
- **Working with specialized software:** Utilizing tools for document management and editing.

Computer Skills

- OS: Windows
- MS Office
- SAP
- Internet: Proficient

Languages

- English
- Arabic (Spoken)
- Urdu
- Hindi

Academic Qualifications

- B.Com: Lalit Narayan Mithla University (2011)
- Intermediate: Kuwar Singh Collage (2008)
- Metric: Woodbine Modern School (2005)

Personal Information

Name: Mahroz Alam
Father's Name: Mohammad Hamza Alam
Date of Birth: 18-03-1987
Nationality: Indian
Marital Status: Married
Driving License: Valid Saudi Driving License

Declaration

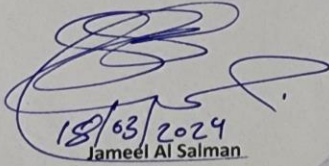
I hereby certify that the above information is true and correct to the best of my knowledge and belief.



Date: 18-03-2024

EXPERIENCE CERTIFICATE

This is to certify that **Mr. MAHROZ MOHAMMAD** Employee number: - 5740
iqama number: - 2449427083 working with us at Al-Khaldi Logistics as a
Dispatcher effective from. 11/02/2018 Till 03/18/2024. During his stay with the
organization, we found him a hard worker, competent & cooperative person.



18/03/2024
Jameel Al Salman

HR & Admin. Manager



Al-Khaldi Logistics Company

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Tel.: +966 13 8994455 / 8640709 - Fax : +966 13 8951765
Email: info@al-khaldi.com.sa

www.al-khaldi.com.sa

شركة الخالدي للإمدادات

س.ت ٢٠٥١٠٣٧٩٤٦
ص.ب ٣٠٧٤١ - الخبر ٣١٩٥٢ - المملكة العربية السعودية
هاتف : ٨٩٩٤٤٥٥ / ٨٦٤٠٧٠٩ - فاكس : ٨٩٥١٧٦٥
بريد إلكتروني : info@al-khaldi.com.sa

May 3, 2017

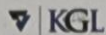
TO WHOMSOEVER IT MAY CONCERN

This is to certify that **Mahroz Alam** was working with Cenveo Publisher Services from March 21, 2012 to May 2, 2017 as "**Associate (L2) - Technical Editing**".

We wish him all the best in his future endeavors.

For **Cenveo Publisher Services (I) Ltd.**


Amrita Biswas
Manager HR



Cadmus Communications and Knowledgeworks Global Ltd are Cenveo Publisher Services (I) Ltd.

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Lalit Narayan Mithila University

Kameshwaranagar, Darbhanga
(Examination Department)



No.110501019

STATEMENT OF MARKS

Following are the details of marks obtained by

MAHROZ ALAM

Roll No. **90500708**

Registration No. **2080527300**

Year: **2008**

College: **K.S.College, Laheriasarai**

at Three Year Integrated **Bachelor of Commerce (Honours)** Examination, 2011 held in the month of **March, 2011**

Honours	Subject				Part-I				Part-II				Part-III				1st Class-400 2nd Class-360 (In Hons Paper).																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																															
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Date of Issue: 10-October-2011

Prepared by

Controller of Examinations

M.S. No. C019169



बिहार विद्यालय परीक्षा समिति, पटना BIHAR SCHOOL EXAMINATION BOARD, PATNA अंक विवरणिका MARKS STATEMENT

इन्टरमीडिएट परीक्षा, 2008 INTERMEDIATE EXAMINATION, 2008

नाम Name **MAHROZ ALAM**

पिता का नाम Father's Name **MOHAMMAD HAMZA ALAM**

महाविद्यालय College **K.S.COLLEGE, LAHERIASARAI, DARBHANGA**

रोल कोड Roll Code **5111**

क्रमांक Roll No. **20147**

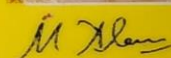
सूची संख्या Enlistment No. **5111/R/0367/05** संकाय Faculty **COMMERCE**

विषय का नाम SUBJECT NAME	कुल अंक F.Marks	पास अंक P.Marks	प्राप्तांक MARKS OBTAINED				Reg. Th. Pr.	विशेष अंक Subject Total
			प्रथम पत्र Paper-I	द्वितीय पत्र Paper-II	सं. कुल Th. Total	प्रायोगिक Practical		
1. अनिवार्य COMPULSORY:								
RASHTRA BHASHA HINDI	100	030	052		052			052
ENGLISH	200	060	052	065	117			117
2. वैकल्पिक OPTIONAL:								
FINANCIAL ACCOUNTING	200	060	070	063	133			133
BUSINESS FINANCE	200	060	075	055	130			130
ELEMENT BUSINESS ECO	200	060	060	061	121			121
COM. ARITHMATICS	200	060	060	061	121			121
BUSINESS MATH & STAT	200	060	060	061	121			121
3. अतिरिक्त ADDITIONAL:								
प्राप्तांक AGGREGATE MARKS:	FIVE HUNDRED FIFTY THREE							553
परिणाम RESULT:	1ST DIVISION							

Dated: 28-05-2008

PATNA-800 001

Secretary





لقد تم إصدار تأشيرة الخروج النهائي بنجاح

عزيزي العميل، التأشيرة المصدرة قد تأخذ بعض الوقت للعرض في صفحة المقيم

رقم العملية هو

9oiD4ujRNceDVhV



يمكنك استخدام هذا الرقم كمرجع عند التواصل مع فريق علم

ننقل على تعليمات المديرية العامة للجوازات لا حاجة لطباعة تأشيرة الخروج النهائي

2449427083	رقم الإقامة	MAHROZ MOHAMMAD HAMZA ALAM	اسم المقيم
خروج نهائي	نوع التأشيرة	186553440	رقم التأشيرة
2024-05-05	تاريخ الانتهاء (ميلادي)	1445-10-26	تاريخ الانتهاء (هجري)
2024-03-06	تاريخ الإصدار (ميلادي)	1445-08-25	تاريخ الإصدار (هجري)