

ISSA ABDULLAH JABER

PERSONAL INFORMATION

NATIONALITY

Saudi Arabia

CONTACT

ADDRESS

Saudia Arabia

PHONE NUMBER

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EMAIL

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EDUCATION

- High School (Literary).

SKILLS

- Detail-oriented with strong analytical skills.
- Strong problem-solving capabilities.
- Ability to manage and track multiple tasks simultaneously.
- experience in vehicle maintenance and fleet management.
- Strong knowledge of automotive systems, repairs and Tracking Systems.
- Familiarity with trucks, cars, and other types of commercial vehicles.
- Microsoft Office Skills.
- Good organizational and time-management skills.
- Intermediate English skills.
- Ability to work under pressure and handle emergencies.
- Basic computer skills for record-keeping and reporting.
- Knowledge of local regulatory requirements for vehicle safety and maintenance.

LANGUAGES

Arabic

English (Level B2)

Training Courses

- Inventory and Purchasing Management (Supply Chains) in 2024 from Riyadh Institute .

11 YEARS EXPERIENCE

CAREER OBJECTIVE

My goal is to obtain a job that is commensurate with my experiences and skills that enable me to develop myself and push me to get more experiences and skills that qualify me to be able to contribute to the development of the employer in which I work to achieve common goals.

PROFESSIONAL EXPERIENCE

FLEETS TRACKING OFFICER , ARAC HEALTHCARE
11.11. 2012 – 03.10. 2023

Vehicle Fleet Responsibilities:

- Track daily trips of small vehicles and trucks, including start and end times.
- Monitor the duration of each trip and ensure optimal routing.
- Follow up on the Bayan Traffic Police reports and ensure compliance.
- Conduct regular check-ups for small vehicles and trucks.
- Ensure timely renewal of operation cards for each truck annually.
- Maintain and update all documentation related to each vehicle, including insurance, tickets, and driver licenses.
- Ensure the renewal of all relevant documents in a timely manner.
- Stay updated with new rules and regulations from the Ministry of transportation.
- Implement new standards from the Authority of Standard and Customization.
- Track and analyze vehicle usage patterns and provide recommendations for improvements.
- Hand over vehicles to employees, ensuring proper documentation and condition checks.
- Serve as the primary contact for any issues related to vehicles, including accidents and maintenance.
- Keep detailed records of all incidents and maintenance activities.
- Assistant to the distribution supervisor in daily distribution operations.

- Quality Management in 2022 from Riyadh Institute .

- Good Distribution Practice and Occupational Health & Safety 18001 in 2014 from Spimaco Addwaeih .

- Tracking System Training in 2015 from Unicom Company .

- Good Storage and Distribution Practice Training in 2016 from Arac Healthcare .

- Change Control Management SOP in 2018 from Arac Healthcare .

- Start Your Small Project been provided from National Business Institute in Jizan from 12/02/2011 To 02/03/2011 .

- Computer user & Admin certificate provided by (The Biggest Educational Institute) From 05/06/2004 To 01/09/2004 .

Certificate

- Certificate Of Achievement 2018 from Arac Healthcare.

- Certificate For Outstanding Employee 2007 – 2008 from Saudi Exi Company .

Vehicle Maintenance Responsibilities:

- Develop and implement a preventive maintenance plan for all company vehicles, Including trucks, cars, and other transport vehicles.

- Schedule and oversee regular vehicle inspections, maintenance, and servicing to ensure they are in optimal working condition.

- Coordinate with internal drivers for repairs and maintenance.

- Identify and diagnose vehicle mechanical or operational issues and ensure timely repairs.

- Maintain relationships with garages and mechanics to ensure cost-effective and high-quality repair services.

- Respond promptly to breakdowns, accidents, and other vehicle-related emergencies.

- Keep detailed records of vehicle maintenance, repairs, and servicing schedules.

- Monitor vehicle usage, wear and tear, and ensure that vehicles are compliant with safety regulations.

- Provide regular reports on the condition of vehicles, maintenance costs, and performance.

- Oversee the purchase of parts , ensuring the quality and cost-effectiveness of purchases.

- Conduct safety checks and ensure that vehicles meet company and legal safety standards.

- Work closely with the drivers to ensure smooth maintenance operations.

- Liaise with the Operations Supervisor to provide feedback on fleet performance and suggest improvements to reduce downtime.

- Maintain accurate and up-to-date records of vehicle servicing, repairs, consumption, and maintenance costs.

- Ensure that documentation is prepared for audits or inspections.