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Abu Dhabi, UAE 135374

EDUCATION

Bachelor of Commerce
Mumbai University, Mumbai,
Maharashtra, India

KASIM MOHAMMED AMIR SHAIKH

SKILLS

- Negotiation & Conflict resolution Skills
- Multi-tasking
- Attention to detail
- Planning & Organizing skill
- Debt & Credit management
- Windows
- SAP
- Good time management
- Book keeping & Accounting principles
- Communication skill
- Banking ethics
- Microsoft Office
- Fleet Pro
- DTWMS

PROFESSIONAL SUMMARY

With over 22 years of extensive work experience, I am a highly accomplished and detail-oriented professional. Currently serving as a Fleet Manager in the waste management industry, I excel in managing and harmonizing critical details across multiple projects with efficiency and resourcefulness. I am adept at seamlessly adapting to changes in diverse business environments while maintaining a strong focus on results-driven dedication to goals. My background includes valuable experience in the banking sector, where I served as a Chief Teller and handled customer service responsibilities. This experience has honed my excellent communication, decision-making, problem-solving, analytical, and interpersonal skills. Additionally, I bring a solid foundation in accounting to the table, further enhancing my capabilities in managing complex tasks and delivering optimal outcomes.

WORK HISTORY

January 2016 - November 2023

Sharjah Environment Company, Bee'ah - Fleet Manager - Operation, Abu Dhabi, UAE

- Take primary responsibility for fleet operations in the Abu Dhabi region, overseeing a team that includes two fleet controllers, one supervisor, two fleet assistants, 140 drivers, and 200 laborers
- Provide close oversight of a fleet comprising over 120 vehicles, including managing essential permissions such as insurance, vehicle registration, road permits, and legal compliance
- Oversee smooth waste collection operations in designated regions, optimizing the efficiency of each vehicle and worker
- Manage washing and sweeping services within assigned areas to ensure seamless operations

- Manage vehicle penalties and address any breaches, including clearing backlogs and responding to accidents to ensure rapid cleanup and restoration of affected roads for smooth passage
- Maintain records of fleet personnel's attendance, overtime, and submit timely reports to the HR department
- Strategically plan and schedule drivers' activities, including managing annual leaves and days off to ensure operational continuity without compromising efficiency
- Participate in internal meetings with management to address complaints and develop strategies for enhancing fleet department services
- Organize and lead monthly team meetings to ensure team members are well-prepared for their individual responsibilities and gather feedback on any challenges they may be facing
- Coordinate with the workshop department to address vehicle breakdowns promptly and maintain vehicle availability
- Conduct weekly Tool Box Talks with drivers and laborers, covering various topics
- Plan and facilitate training sessions for new driver and laborer recruits

March 2013 - December 2015

Wadi Al Rafidain Jewelers L.L.C - Accountant, Sharjah, UAE

- Contributed to the preparation of financial reports, including financial statements and budget performance analyses
- Ensured accurate, timely, and relevant recording, reporting, and analysis of financial data
- Conducted analysis and forecasting of financial needs
- Managed import and export of payments and receipts
- Assisted in calculating and processing salary payments
- Participated in the implementation of new accounting policies, standards, and guidelines
- Acted as the primary liaison for auditor requests and provided support during audits

January 2004 - January 2009

Murtaza Traders L.L.C - Accountant, Sharjah, UAE

- Recorded, classified, and summarized accounting transactions to compile accurate financial documents
- Posted journal entries to maintain balanced balance sheets
- Maintained organized records through filing, retrieval, and updating processes
- Conducted month-end closing activities for accurate expense reporting
- Calculated figures and reconciled transactions daily
- Managed petty cash operations efficiently, including bill payments and cash counts
- Resolved inquiries and discrepancies promptly
- Followed up with customers for payments, reconciled accounts, and generated invoices

January 1994 - August 2002

Commercial Bank of Dubai P.S.C - Bank Chief Teller, Dubai, UAE

- Ensuring the accuracy of cash balances for tellers and the total cash holdings of the bank at the end of each working day
- Conducting thorough checks on cash entries to identify any excesses or shortages
- Implementing effective cash management strategies to optimize resources

- Co-managing cash holdings with tellers and the main vault custodian, including those in ATMs
 - Managing various banking instruments such as cheque books, ATM cards, and pin mailers as needed
 - Maintaining the balance and functionality of ATMs within the branch, including timely replenishment of cash
 - Ensuring error-free transaction processing at teller stations
 - Handling customer transactions, including loan payments, safe deposit boxes, and cheque cashing while also providing one-point banking services for customer inquiries related to account opening, loans, and credit cards
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ACCOMPLISHMENTS

- Sharjah Environment Company, Bee'ah
 - Joined Bee'ah in January 2016 as an area Supervisor and within few months I was chosen to work with the survey team for Abu Dhabi Lot-1 Project.
 - Abu Dhabi Lot-1 project waste collection and cleansing, Planning, Mobilization and supervision, demonstrating my efficacy and knowledge at work. I was promoted to Fleet Coordinator in November 2016.
 - Received Certificate of Appreciation in recognition of my excellent performance and significant contributions to the Project AD Lot-1 and the Organization. (2018)
 - COVID-19 Crises implantation of new spray system to cover the AD Lot-1 sanitizing operations 2020, I have received the HEROES OF BEE'AH 2020 Certificate of Appreciation for my outstanding performance and dedication by the Group CEO of Bee'ah. (2020)
 - I have been selected and transferred for 3 months to Saudi Arabia in 2022 for KSA Project (MADINA) to contribute my experience and knowledge to setup the Fleet Operations of 450+ vehicles and Mobilization & also to AL AIN Project for 1 month in 2023 for which I have been awarded with a Certificate of Appreciation & Recognition & a Trophy along with cash reward by the CEO - Bee'ah Tandeeef.
 - Commercial Bank of Dubai P.S.C, Joined Commercial Bank of Dubai from January 1994 until 31st August 2002. Throughout my tenure at the bank, I have completed the tasks assigned to me in the most efficient manner, with the highest sincerity and ability, to the satisfaction of my superiors. As a result of my performance, I was promoted twice, first time to the post of Clerk on Feb'1995 and the second time to Chief Teller-Operation'1999. I was also chosen by the bank to participate in numerous training programs, which I finished satisfactorily.
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PERSONAL INFORMATION

Nationality: Indian

PERSONAL DETAILS

Valid UAE Driving License: Light Vehicle, Light Bus, Heavy Trailer, Motor Bike.