

Curriculum Vitae (CV)
Ahmed Awad El-Sayed Soudan
Transportation/Fleet Manager

Professional Summary

Transportation / Fleet Manager extensive experience in managing and coordinating vehicle fleets, ensuring operational efficiency and safety. Possess strong organizational skills and expertise in route planning, driver management, and preventive maintenance oversight, with the ability to optimize performance and reduce operational costs. Proficient in tracking systems, government platforms, and preparing administrative reports to ensure full compliance with regulations and standards. Seeking an opportunity in a professional environment where I can leverage my experience and continuously develop my skills to achieve company objectives.

Personal Information

- **Name:** Ahmed Awad El-Sayed Soudan
 - **Nationality:** Egyptian
 - **Job Title:** Fleet / Transportation Manager
 - **ID Number:** 2390555015
 - **Marital Status:** Married
 - **Mobile / WhatsApp:** 0561689160
 - **Email:** ahmed.soudan2@gmail.com
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Academic Qualifications

- Bachelor's Degree in Social Service - Mansourah Univeristy - Egypt
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Certifications and Training

- Certificate from Aramco Ajyal Dhahran Project Phase I & 3.4
 - Certificate of Cooperation with Chinese Company & Azmeel Co
 - Diploma in Business Administration, University of Dammam
 - ICDL Computer Certificate, Mansoura University
 - Certificate from Peri Company for Steel Formwork Systems
 - Certificate from FAHM (Engines and Operation)
 - Administrative Coordination for Warehouses and Procurement, Aramco Ajyal Dhahran Projects Phases 1, 2 & 3
 - Valid Saudi Driving License
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Key Skills

- Fleet Management & Vehicle Maintenance
 - Transportation & Logistics Coordination
 - Procurement & Inventory Control
 - Driver Scheduling & Compliance Management
 - Accident Reporting & Safety Management
 - Vendor & Supply Chain Management
 - Route Planning & Asset Tracking
 - Project Coordination & Team Leadership
 - Software Proficiency: Tamm, Aldrees, Petromin, BAYAN Logistics Platforms, Microsoft Excel & Word
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Professional Experience

Fleet / Transportation Manager

Eastern Province & Kingdom-wide

- Supervised fleet operations for over 500 vehicles across Dammam and Khobar, ensuring full compliance with maintenance schedules, safety protocols, and accident management.
 - Coordinated logistics and transportation activities to optimize delivery routes, reducing delivery times by 40% and cutting operational costs.
 - Managed procurement processes and inventory control for construction and project-related materials, achieving a 25% cost saving through effective vendor negotiation and supply chain management.
 - Utilized government and logistics platforms (TAMM, Aldrees, BAYAN) for efficient issuance of operating and driver cards, streamlining fleet administration.
 - Led driver scheduling and compliance, ensuring adherence to regulatory requirements and safety standards.
 - Prepared detailed reports and analytics to support senior management decision-making and optimize fleet utilization.
 - Collaborated with workshops and spare parts suppliers to maintain vehicle readiness and minimize downtime.
 - Oversaw accident reporting procedures and coordinated claim follow-ups to reduce financial exposure.
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Languages

- Arabic: Fluent (reading, writing, speaking)
 - English: Good (reading, writing, speaking)
 - Effective communication with site workers and multi-cultural teams
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Computer Skills

- Advanced user of Microsoft Word, Excel, and logistics-related software
- Experienced with government platforms: Tamm, Petromin, Aldrees, General Transport Authority (issuing operating cards, driver cards, cargo data – BAYAN - Logisti)

Additional Responsibilities

- Monitoring and tracking vehicle and equipment movements across multiple projects
 - Managing vehicle insurance renewals and driver license renewals in compliance with regulations
 - Maintaining detailed inventory records of spare parts and consumables to ensure uninterrupted operations
 - Negotiating rental agreements for vehicles when required, ensuring competitive pricing
 - Collaborating cross-functionally with accounting and management to streamline operational workflows
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