
Transport Manager Resume

Job Objective

Long time Transport Manager seeks position with your company where I can work with others who have the same drive and integrity that I would bring to the job.

Highlights of Qualifications:

- Huge experience in managing fleet of trucks, measuring KPIs, implementing effective SOPs and managing truck drivers and vehicle maintenance
 - Exceptional knowledge of web management systems
 - Deep knowledge of automated procurement systems
 - Remarkable ability to transport goods and keep it damage free
 - Ability to work in a fast paced environment and work effectively
 - Profound skills to manage multiple telephone systems and radio
 - Skilled to work in traffic at all weathers
 - Solid understanding of telephone manners
 - Familiarity in record retention policies
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Professional Experience:

Transport Manager
Pepsi, Charlestown, MA
October 2008 – Present

- Developed and implemented various solutions for clients such as assembling various resources.
- Monitored contracts and ensured compliance to all customer requirements.
- Managed reporting system such as fleet, project reports and management of drivers.
- Prepared various functions to increase optimization of resources and reduction of costs.
- Reviewed accident reports and initiated necessary actions in case of violations.
- Maintained good working relations with clients.

Transport Clerk
Coca-Cola, Charlestown, MA
August 2003 – September 2008

- Managed all paperwork for drivers and ensured its accuracy.
- Monitored customer delivery notes and cross checked it with POD.
- Analyzed documents identified inconsistencies and resolved it accurately.
- Gathered driver run sheets and updated database systems accordingly.
- Organized and maintained a monthly and weekly wage sheet for all drivers.
- Prepared transport cost and off trade statics.

Transport Driver
PetroCard, Inc., Charlestown, MA
May 1998 – July 2003

- Managed transportation of all raw materials and finished goods to facilities.
 - Assisted in loading and unloading of goods using forklifts.
 - Reviewed all seal numbers and load and ensured its accuracy.
 - Monitored maintenance of all company products and equipments according to standards.
 - Inspected vehicle and carried minor repairs if required.
 - Ensured all relevant documents for freight for travelling.
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Education:

Bachelor's Degree in Business Management
Navarro College, Corsicana, TX

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