**\*Fleet Maintenance Workshop Manager\***

**Roche Joaquim Alphonso.**

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**Professional Summary**

Vigilant Vehicle Fleet Coordinator with the ability to manage and maintain fleets in multiple locations. Adept at implementing security procedures and identifying safety risks. Focused on applying operational knowledge of vehicle maintenance problem solving and adhering to industry regulations.

**Core Qualifications:**

¥ Strong understanding of fleet management procedures and policies
¥ Solid comprehension of federal regulations and safety guidelines
¥ Adept at common vehicle maintenance procedures
¥ Ability to use reporting and data tracking software
¥ Skilled at identifying and resolving maintenance problems
¥ Especially adept at cost-effective preventative maintenance measures
¥ Extensive written and oral communications skills
¥ Strong organizational skills.

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**Turk Heavy Transport And Heavy Equipment s / Passenger Vehicles maintenance workshop in charge Jun 2014 - till date.**

•        Handled 645 commercial vehicle like ( light and heavy Commercial )

•        Handling a team of 170 skilled and semi-skilled team.
•        Prepare and manage PPM program.
•        Handle breakdowns and general repairs and maintenance of fleet.
•        Procurement of spare parts & lubricants.
•        Creating daily, weekly plans to ensure availability of vehicles and manpower..
•        Maintain vehicle log book.
•        Handling vehicle repairs and vehicle deployment.
•        Liaise with vehicle suppliers to discuss technical/warranty issues.
•        Industrial tools and materials checking after reception and before delivery.
•        Control of Workshop repairs & Manpower related Matters.
•        Quality control on outside repairs etc.
•        Providing and ensuring compliance to the Maintenance Policy for all vehicle users.

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**Experience : Al Jood Contracting and Trading Company in Oman** .

**(2004 to 2014) – Operation Maintenance Manager – Transport  ;**

¥ Maintained vehicle specifications and oversaw fleet operations.
¥ Made cost-effective vehicle vendor recommendations.
¥ Evaluated repairs to ensure quality and safety.
¥ Tracked fleet movements and made efficiency recommendations.
¥ Documented fleet repair history and determined when replacements were necessary.

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**Vehicle Fleet Maintenance Manager.**

**Godrej And Boyce.( 1987 TO 1999 )**

¥ Monitored fuel costs and identified cost saving measures.
¥ Prepared financial and fleet maintenance reports.
¥ Scheduled preventative fleet maintenance.
¥ Evaluated drivers and performed background checks.
¥ Ensured that all safety regulations were fully implemented.
¥ Evaluated fleet inspection reports.
¥ Addressed immediate maintenance needs.

¥ Documented vehicle maintenance dates and details of repairs or upgrades performed.
¥ Monitored performance of all drivers.
¥ Made route recommendations designed to safely improve efficiency.
¥ Prioritized assignments and made adjustments when required.
¥ Managed vehicle orders and orchestrated fleet purchases.
¥ Prepared weekly and monthly floor plan reports.
¥ Ensured prompt completion of project assignments.

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**Education :**

**Bachelor in Automobile – Engineering**

**Cleared in 2001 .University of Mumbai INDIA.**