MOHD.SULEMAN

OPERATIONS COMMAND CENTRE (OCC) COORDINATOR

CONTACT

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✉ sulemanhasann@gmail.com

PERSONAL DETAIL

- Fathers Name : Mr. Ahamad Hasan
- Sex   : Male
- Marital Status   : Married
- Hobbies   : Making adventures Tour, Sharing Experience with people &making new friends
- Date of Birth   : 20-April-1991
- Nationality   : Indian

EDUCATION

- Bachelor of Science

M.J.P Rohilkhand University 2010 - 2012

SKILLS

Creativity, Teamwork, Communication, Detail Oriented, Critical thinking

TOOLS

MS Offices(Advance Excel, Macro,Word PowerPoint,Acces) Environment: Win XP,Vista,Window 7 & 10,Tally 7.9 & Photoshop.

LANGUAGE

Hindi

Urdu

English

ABOUT ME

"Let me introduce myself, I am Highly organized and proactive Operations Command Centre (OCC) Coordinator with 2 years of experience in overseeing real-time operations, ensuring efficient workflow, and responding to incidents swiftly. Skilled in team collaboration, process improvement, and data analysis. Seeking to contribute operational excellence.

EXPERIENCE

Planning Officer | Flexituff Int. Ltd, India (2013 - 2021)

- MIS report generation for management.
- Preparing Work orders.
- Preparing Throughput report.
- Maintaining production reports.
- Prepare daily Bag MIS, Fabric MIS &Deviation MIS.
- Prepare wastage report.
- Daily production plan report.
- Prepare PPT

Operation Command Centre | Global Excellence Group (GEG) Lion Service LTD 2021 - Till to date

- Creating Route Map for Vehicle.
- Manage all report for MC Billing.
- Create Beat map for Vehicle.
- Monitoring all Vehicle on route and property coverage.
- Monitor all compactor on route and pickup point & dumping station.
- Survey daily report & supervisor performance report daily.
- UCC daily report & summary.
- Creating Mechanical route plan like (Dulavo, water jetting etc.)
- GPS Monitoring & Rickshaw on route.
- D2D Garbage report.
- Training to SSO Mobile App to update Negative property, edit & update property.
- Daily Route mapping if vehicle is Breakdown.
- Verify and update Duplicate property report.
- Update property not in beat.
- Vehicle map with Smart Track Software.