

Transport Administrator CV Examples - Template

Your name -tel number

1 Job Hunter Way, Employmentville, UK. EM1 5LO

Your email address here

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Professional Profile I am a knowledgeable and helpful Transport Administrator. I am capable of running a large operation with up to several hundred vehicles. I am a great people person and capable of handling even the grumpiest of drivers. I am skilled in tachometer reading and fitting.

- Knowledgeable.
- Sensible and practical.
- Approachable and Friendly.
- Focussed and attentive.
- Highly organised.
- Confident.
- Friendly.
- Flexible.
- Adaptable.

Professional Qualifications.

Willing to attain.

Work History

January 2010 - Present

Transport Administrator, Fleet Management Services, London

Working in this large fleet management services company it was my duty to ensure that all leased out vehicles were accounted for at all times. I would have to monitor the vehicles and ensure that mileage limits and servicing schedules were being adhered to. I was responsible for disposing of vehicles at the end of their service life and recouping as much as possible for them.

January 2008- January 2010

Transport Administrator, Stocks and Shares PLC, London.

As a Transport Administrator in this large stock trading company saw me in charge of ensuring that all company cars were allocated to the correct staff members, that they were all allocated the correct size of vehicle and provided a suitable parking place. I would have to gather all available data to validate expenses claims for colleagues, and have to ensure that they cars were kept in a serviceable condition.

January 2007 – January 2008

Transport Administrator, Happy Haulage, London

Working for this busy hauliers it was my duty to ensure that all drivers were obeying the speed and driving time laws via investigation of their tachometers, and be responsible for ensuring that the vehicles are in good condition and any repairs promptly attended to so that the service life of the vehicle is as long and profitable as possible. I was also responsible for ensuring all vehicles were taxed and insured.

Education

GCSE 10xA Grades including English, Maths and Science.
Londonberry Comprehensive School
London
2001

References

References are available on request, or in writing to the above previous employers.

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