

# RAHILA UMAR

HSE/Haflati Specialist



[rahila.u@et.ae](mailto:rahila.u@et.ae)



(+971) 56-9613669



Abu Dhabi

## Objective:

To obtain a fleet officer position in a reputable organization where my accuracy, attention to detail, and organizational skills can be utilized to contribute to the success of the company.

At the time of pandemic, I support the ET staff to continue their business activities in the guidelines of HSE department work from home.

My Experience in data handling will help me to perform my tasks effectively and efficiently to support ET Operation center.

## Education

- MASTER'S Degree (MCS)

## Certification & Trainings

- NEBOSH UK
- English language USA

## Work Experience

Emirates General Transport LLC from 2018 to till Date

### Professional Work Experience - Jan-2023 till Date

- Project : Haflati
- Location : Emirates General Transport Baniyas Station
- Main Client : Emirates General Transport LLC
- Company : Emirates General Transport LLC
- Position : HSE Administrator
- Period : Jan-2023 till Date.

Specialist In-vehicle monitoring system (Haflati)

### Roles & Responsibilities

- Live & Historical Monitoring and tracking of the vehicles.
- Trip details Location & Summary.
- Monitoring driver's violations.
- Monthly percentage reports of driver's behavioral attitude and safety progress reports.
- Generating quarterly violators drivers report for management.
- Drivers and fleet data as per their locations and fields.
- Daily vehicles break down reports.
- Weekly and monthly violations reports.
- Monthly driver's competency percentage reports.

### Professional Work Experience - Jan-2022 TO Dec 2022.

- Project : Oracle HR Administrator
- Location : Emirates General Transport Baniyas Station
- Main Client : Emirates General Transport LLC
- Company : Emirates General Transport LLC
- Position : Admin Support Staff
- Period : Jan-2022 TO Dec 2022.

### Roles & Responsibilities

- Updating the staff data in Oracle to store accurately with the drivers and bus.
- supervisors name, employee ID, job title, department, and hire date.
- Verify that the data has been uploaded correctly.
- Collect the data from the staff and update in oracle.
- Compare and evaluate fleet data.

### Professional Work Experience - Jan-2020 TO Dec 2021.

- Project : IT Support Staff
- Location : Emirates General Transport Baniyas Station
- Main Client : Emirates General Transport LLC
- Company : Emirates General Transport LLC
- Position : Admin Support Staff
- Period : Jan-2020 TO Dec 2021.

## Roles & Responsibilities

At the time of pandemic, I support the ET staff to continue their business activities in the guidelines of HSE department work from home.

IT support services – AD Region Support (Zone A ), As an internship employee 2020-2021

- Install and configure new IT Desktops, Peripherals & Smart Devices.
- Install and Configuration Windows 10 Pro.
- Install & Configuration MS –Office along other Windows Applications.
- Asset Management.

## Professional Work Experience - Jan-2018 TO Dec 2019.

- Project : School Transport Admin
- Location : Emirates General Transport Baniyas Station
- Main Client : Emirates General Transport LLC
- Company : Emirates General Transport LLC
- Position : Admin Support Staff
- Period : Jan-2018 TO Dec 2019.

## Roles & Responsibilities

- Prepare the routes of the school buses.
- Manage the students in buses.
- Prepare the students locations and pickup times.
- Manage the consumption of the school buses by taking necessary action.

## Area of Expertise

### Microsoft Access Databases

- Built effective database solutions using Microsoft Access based on unique businessneeds
- Created powerful queries to extract large database information from Excel toMicrosoft Access.
- Assisted in configuration, backup, and maintenance of database procedures usingMicrosoft Access.
- Database tables creation
- Dynamic user data forms
- Data entry control
- Advanced reports creation using queries
- VBA programming
- Database task automation using VBA and macros

## Skills:

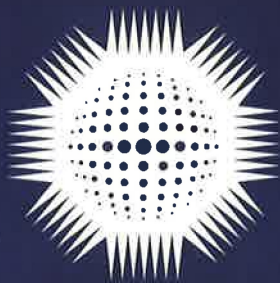
- Proficient in Microsoft Office 365.
- Excellent typing skills and speed.
- Familiar with database management systems.
- Strong attention to detail accuracy.
- Ability to work independently and in a team.
- Excellent communication skills.

## Microsoft Excels

- Capturing and recording important data.
- Using shortcuts and formula functions.
- Building charts and graphs.
- Sorting and filtering data.

## Operating System (Microsoft Windows 10, Android)

- Installation, Configuration & Troubleshooting.



nebosh

# NEBOSH International General Certificate in Occupational Health and Safety

This is to certify that

**Rahila Umar**

was awarded this qualification on

**17 April 2023**

Les Philpott  
Chair

Dee Arp  
Accountable Officer

Master log certificate No: 00687772/1351207

SQA Ref: R630 04



**The National Examination Board in  
Occupational Safety and Health**

Registered in England & Wales No. 2698100  
A Charitable Company Charity No. 1010444