

Altyn Imankul

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SUMMARY

Safety Manager Assistant with 5 months of DOT and FMCSA compliance experience, including 2 months of Safety Management training and 3 months of hands-on experience. Experienced in maintaining Driver Qualification (DQ) files, driver and vehicle records, permit processing, onboarding, and safety documentation. Assist with Hours of Service (HOS) compliance, ELD record review, and daily safety operations. Support drivers with compliance questions and help maintain accurate DOT and FMCSA documentation. Proficient in Microsoft Word, Excel, Outlook, QuickManager, and transportation management software. Strong attention to detail, organization, and ability to work in a fast-paced environment.

Safety Manager Assistant | February 2026 – Present

Completed training in Safety Management and DOT compliance

Monitor and maintain driver and truck documentation (DQF, vehicle files)

Review driver documents, including CDLs, medical certificates, and compliance records.

Support onboarding and orientation processes

Follow FMCSA and DOT regulations

Process permits, IFTA, and IRP-related documents

Assist with Hours of Service (HOS) compliance

Communicate with drivers regarding safety and documentation

Assist with audit preparation by maintaining organized driver and vehicle records.

Skills: Microsoft Word, Excel, Outlook, email communication, transportation management software (QuickManager), strong organization, attention to detail, and ability to work in a fast-paced environment.

