

CONTACT

MOHAMED MANAS MEERAN.F

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OBJECTIVE

To work in an environment which encourages me to succeed and grow professionally where I can utilize my skills and knowledge appropriately. Experienced in roles that require meticulous attention to detail and effective collaboration within teams. Currently excelling as a Documentation Assistant, supporting logistics operations while leveraging expertise in Microsoft Office and documentation management.

EXPERIENCE

2023 - Present

- **Documentation Assit**
Dp World Logistics (Jebal ali, Dubai)
 - Verify the Bill of Entry from customers like Import, Export, transit-in, Transit-out, Etc.
 - Collecting Payment for Container operation by Tariff Codes.
 - Prepare daily/monthly/reports and handoverd to supervisor
 - Handling labour's for operation like container offloading and Loading
 - Tracking Live Location of Containers or cargo handling ships.
 - Any other duties as directed by the Supervisor/Manager from Time to Time

2022 - 2023

- **Tally Clerk**
Dp World Logistics (Jebal ali, Dubai)
 - Check, verify and tally the correctness of merchandize against invoice documents.
 - Verify and tally payments received from customers.
 - Prepare Tally sheet for Containers and balance import and Exports goods
 - Verify the import and export documents and support customs operations
 - Any other duties as directed by the Supervisor/Manage

2019 - 2022

- **Adimn Cum MIS reports**
Maharaja Readymades (India)
 - Managed the scheduling and organization of over 50+ meetings and events per year, ensuring smooth operations and high levels of satisfaction among attendees.
 - Reduced office supply expenses by through diligent inventory management and negotiation with suppliers.
 - Introduced a new customer relationship management (CRM) system, improving client communication and tracking, leading to a increase in customer satisfaction scores
 - Prepare daily / Monthly / Yearly Reports.

EDUCATION

2016-2019

- **Alagappa University**
Bachelor Of Commerce with Computer Application
Graduated with High honors

SKILLS

- Ms Office
- Administrative Management
- Documentation Management
- Operational Efficiency
- Team Collaboration

LANGUAGES

- English
- Tamil
- Hindi
- Malayalam

PERSONAL DETAILS

- Date of Birth : 17/08/1998
- Nationality : India
- Passport : S8102449
- Gender : Male
- Place : Dubai
- Visa : Employment

DECLARATION

- I hereby declare all the above information true and correct with best of my Knowledge