

## CONTACT

# MOHAMED MANAS MEERAN.F

- 📍 Deira,Dubai
- 📞 +971529144898
- ✉️ Manasmeeran333@gmail.com



## OBJECTIVE

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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

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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

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2016-2019

- **Alagappa University**

Bachelor Of Commerce with Computer Application  
Graduated with High honors

## **SKILLS**

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

## **LANGUAGES**

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- English
- Tamil
- Hindi
- Malayalam

## **PERSONAL DETAILS**

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

## **DECLARATION**

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