



Administration

"Hardworking and self-motivated individual who enjoys taking up challenges in a demanding work environment. A critical thinker and keen learner capable of prioritizing workloads and contributing towards the efficiency of the organization. Possesses good administration management, communication, interpersonal, time management, and presentation skills, with a keen focus on contributing to the profession in a team environment and achieving results by taking initiative and maintaining a positive drive towards work goals."

Aneesh Mohamed M

Contact information

Mobile: +971586112625

E-mail id:

aneeshmohmd@gmail.com

Present Address

Aneesh Mohamed M

S/O Mohammed S,

Dubai (UAE)

Personal Details

Date of Birth: 09-11-1999

Gender: Male

Nationality: Indian

Marital Status: Single

Languages Known

Lang	Read	Write	Speak
English	✓	✓	✓
Arabic	✓	✓	X
Hindi	✓	✓	✓
Malayalam	✓	✓	✓
Tamil	X	X	✓

Academic Qualification

- B.Com Computer Applications
- PLUS TWO Commerce (Board of Higher Secondary Examination)
- SSLC (Board of Public Examination)

Professional Qualification

- PG Diploma in Logistics & Supply Chain Management
- Sea Cargo operations
- Air Cargo Operations
- Dangerous Goods Handling
- SAP (System Application and Products) for material management

Work Experience of Company

- Worked in GWC (Gulf Ware houseing Company), Doha, Qatar for FIFA as Team Leader
- Worked in Island Shipping Agency, Wellington Island, Cochin

Passport Details

- Passport No. : V1843898
- Date of Issue : 07-06-2021
- Date of Expire: 06-06-2031
- Place of Issue : COCHIN

Strengths

- Ready to take up international assignments.
- Good communication skill and convincing capability.
- Team working and effective in leading.
- High zone of tolerance and hardworking.
- Observant and adaptable.
- Well versed with internet research method.

Hobbies

- Traveling
- Reading
- Sports
- Interacting With People
- Listening to music
- Driving

Job Experience Knowledge Role

- Operation Air Cargo and Sea Cargo
- As a team leader preparing Schedule and staff allocation
- Verifying and double-checking documents to ensure error-free preparation of invoices and inward shipments
- Monitoring emails and segregating Cargo documents.
- Coordinate with staff to assist and arrange dangerous goods
- Briefing (awareness) to safety and health
- Pre conforming import and export document verification
- Approval organizing dispatch and delivery of goods
- Managed data base of clients and potential leads in a customer relationship Program (CSA)

Computer Skills :

- Well versed with MS. Office packages
- SAP
- Tally ERP 9

Career Objective

To grow as an effective professional and drive the organization in a manner which will help the organization to move towards the higher targets as well as help myself to strengthen my job competency and grow within the company also contribute something to progress of this country.

Declaration

I confirm that the information provided by me is true to the best of my knowledge and belief. Necessary documents will be produced as per the requirement.

Many thanks

Aneesh Mohamed M