



## PERSONAL INFORMATION

✉ sreeramanpnair95@gmail.com

☎ +971 551 434 598

📍 Dubai

📅 16.05.1995

👤 Single

🌐 India

## SKILLS

- › Invoice development
- › Customs document
- › Quality assurance
- › Invoice development
- › Distribution management
- › Freight shipment
- › TSA
- › FAA
- › Data entry
- › Security procedures
- › Logistics
- › Material inspection
- › Time management
- › Critical thinking
- › Computer system
- › Advance excel
- › MS office
- › Enthusiastic
- › Emotional intelligence
- › Adaptability
- › Communication
- › Decision-making
- › Leadership
- › Problem solving

## LANGUAGES

- › English
- › Hindi
- › Malayalam
- › Tamil

# SREERAMAN PREMKUMAR

## SUMMARY

Seasoned operations manager and talented leader with 7 years of experience applying exceptional planning and problem-solving abilities towards enhancing productivity and day to day activities. Results-driven and resilient in developing teams while improving processes and increasing productivity. Bringing solid understanding of industry trends, excellent communication skills, talent for spotting areas in need of improvement and implementing changes with strategic approach.

## WORK EXPERIENCE

### ▷ OPERATIONS MANAGER

**S&C MULTI COMMERCIAL PVT LTD**  
**DEC 2019 – DEC 2022**

- › Ensure safe work environment for staff and contractors.
- › Collaborate and resolve production and processing issue.
- › Direct workflow to increase productivity and manage staff in different sections of the organization
- › Plan for short-term and long-term goals by working with board of directors.
- › Conduct budget reviews and report cost plans to upper management.

### ▷ OPERATIONS EXECUTIVE

**NAUTICAL CARGO PVT. LTD**  
**DEC 2018–DEC 2019**

- › Preparing paperwork for shipments.
- › Reviewing invoices.
- › Packaging items and products.
- › Tracking and updating the status of shipments.
- › Operating warehouse equipment.

### ▷ ADMINISTRATION ASSISTANT

**ASTERMEDCITY**  
**JUN 2016–NOV 2018**

- › Update and maintain patient's health records
- › Assist patients with initial paperwork
- › Schedule and coordinate appointments.

### ▷ ADMINISTRATION ASSISTANT

**CIAL**  
**AUG 2015–JUN 2016**

- › Schedule and coordinate staff and other meeting.
- › Prepare communications, such as memos, emails, invoices, reports and other correspondence
- › Write and edit documents from letters to reports and instructional documents

## EDUCATION

### BACHELOR OF TOURISM

ANNAMALAI UNIVERSITY – 2015–2018

### DIPLOMA IN INTERNATIONAL HOTEL MANAGEMENT

MUNNAR CATERING COLLEGE– 2013–2015

### ADVANCE EXCEL

GTECH – FEB 2023

### DECLARATION

I hereby declare that all the information given above is true and correct to the best of my knowledge.