



MUHAMMAD MANSOOR

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UAE

☑ Valid UAE LTV Driving License | Visa

Status: Transferable Visa (Available Immediately)

Professional Summary

Experienced Public Relations Officer (PRO) with over 10 years of experience in administration, customs clearance, business development, and public relations in the UAE. Strong ability to handle government documentation, visa processing, fleet supervision, and customs operations, with proven communication and organizational skills.

Core Competencies

- Public Relations (PRO Services)
- Government Documentation & Licensing
- Customs Clearance (Import & Export)
- Visa & Labor Card Processing
- Fleet Supervision & Administration
- Business Setup (Mainland & Free Zone)
- Staff Coordination & Training
- Document Control & Record Management
- MS Office (Word, Excel, PowerPoint, Outlook)

Professional Experience

Sharjah Transport Solution L.L.C, Sharjah, UAE

Fleet Supervisor | Jul 2021 – Present

- Ensured adherence to vehicle maintenance, safety, and fuel efficiency policies.
- Conducted vehicle safety inspections and trained new drivers on procedures.
- Coordinated with dispatch for accurate route information.
- Oversaw performance evaluations and prepared safety reports.

The Red Carpet L.L.C, Dubai, UAE

Public Relations Officer & Customs Clearance Executive | Sep 2015 – Jan 2021

- Processed employee visa renewals, labor cards, and trade license updates.
- Managed governmental interactions (Labor Office, Immigration, Ministry of Economics, etc.).
- Handled rent contract attestation and other legal documentation.

- • Managed Dubai Customs clearance (Import documentation, declarations, etc.).
- • Coordinated banking transactions: LC documents, cash, cheque, TT payments.

Royal Food Industries (FZE), Ras Al Khaimah, UAE

Administrative Assistant | PRO & Customs Clearance | Feb 2014 – Apr 2015

- • Managed visa processes for staff and dependents.
- • Coordinated with departments for documentation and scheduling.
- • Oversaw export/import document processing and customs clearance.
- • Provided full administrative and documentation support.

Mohammad Naseer Foodstuff Trading Co., Sharjah, UAE

Administrative Assistant | Apr 2012 – Jan 2014

- • Handled typing, record maintenance, document dispatch, and reception duties.
- • Maintained filing systems and ensured quality assurance in database records.

Moniza Trading Co. L.L.C, Sharjah, UAE

Business Licensing Officer | Apr 2011 – Feb 2012

- • Facilitated business setup processes including trade license applications and renewals.
- • Delivered PRO services for employment visas and administrative operations.

Education

Bachelor of Arts (Economics & Islamiat), Islamia University, Bahawalpur, Pakistan

Languages

- English: Fluent (Read, Write, Speak)
- Urdu: Fluent (Read, Write, Speak)
- Arabic: Working Knowledge

Technical Skills

- MS Word, Excel, PowerPoint
- Microsoft Outlook Express
- Operating Systems (Windows)

Personal Details

Date of Birth: 20 April 1980

Nationality: Pakistani

Marital Status: Married

