******Nawaz.109480@2freemail.com**

**Public Relations & Administration Professional**

**Executive Summary**

Dynamic and highly efficient administration professional with more than 14 years of work experience within reputed companies in the UAE. Strong background in Public Relation, Logistics Support and Office Administration. Extensive knowledge of government undertakings related to labor, immigration, visa services, labour contract, documentation and relevant government authorities with network of contacts in the business and government sector. Capable to multitask, work well under pressure and meet deadlines. Proactive, well organized and dedicated team player with good communication, analytical, coordination, problem solving, negotiation, leadership and time management skills. Seeks a challenging Public Relations/ Administration Officer to share and enrich gained knowledge and expertise. Speaks fluent Arabic, English, and Hindi.

**Strengths**

14+ years of Gulf experience as PRO Outstanding custom clearance experience Possess network of local business contacts Tact to deal with multicultural personnel

Excellent know-how of Gov’t & PR procedures Well versed with local rules & regulations Proficient in HR Information Systems Possess valid UAE driving license

**Achievements**

* Gained excellent working knowledge of government procedures and regulations within UAE
* Displayed efficiency in managing public relations work for companies with large staff
* Gained extensive knowledge in Import and Export Documentation and Custom Processing
* Active involvement in works at various Consulate Offices in Dubai and Abu Dhabi
* Holding all necessary PRO cards such as Labour, Immigration, Dept. of Economics, Sharjah FZ & Dubai Municipality Rep-set card
* Holding Gate Passes for Port Rashid, Jebel Ali including Dubai Customs Clearing Card

**Career Snapshot**

**Public Relation Officer (PRO)** **July 2008 – Present**

*Computer Company Dubai, UAE;Dubai, UAE; Caterers Branch Al-Qouz, Dubai, UAE; E-Gulf System, Sharjah, UAE; Group of Companies, Sharjah, UAE*

|  |  |
| --- | --- |
| **Public Relation Officer (PRO) & Logistics Officer** | **Jan 2004 – May 2008** |
| *Commodities Company Dubai, UAE* |  |
| **Public Relation Officer (PRO) & Logistics Assistant** | **Jan 2000 – Dec 2003** |
| *Marine Company, Jebel Ali, Dubai, UAE* |  |
|  |  |  |
|  | **Areas of Expertise** |  |

**Public Relation**

Act as point of contact on personnel administration and public relations matters; ensure smooth functioning of the department in handling day-to-day transactions.

Gain knowledge of the organization set up and understanding of the company’s aims and objectives.

Manage and oversee the entire administrative operations of the organization including correspondence, office coordination, as well as government relations.

Provide efficient support to the entire organization; liaise with internal departments to exchange information, coordinate activities, and promptly resolve issues and concern.

Prepare relevant documents for appointments, termination of services, and transport schedules.

Coordinate and work cooperatively with government departments, police authorities, labour, and ministries; complete all formalities related to trade license, visa, health card, immigration and municipality.

Page 1 of 2

Recommend policies-procedures and ensure their adherence with relevant local and immigration laws.

**Proven Job Role**

**Public Relation Officer,** Computer Company

Directly reporting to the Human Resource Manager.

Carrying out all government-related work to obtain employment, residence, and visit visas.

Preparing invoices, reports, statements and documents. Also taking care of liaison with outside agencies.

Processing cancellation, transfer, work permit, labour agreement, and all necessary immigration transition.

Carrying out works related to Dept. of Economic, Dubai Custom, RTA, Dubai Murur.

Establishing effective working relationships with Dubai Municipality officials.

Coordinating administration of company in accordance with local Labour and Immigration law.

Monitoring employee's visa status, passports and trade licenses and kept files up to date in the system.

**PRO Cum Logistics Officer,** *Commodities Company*Dubai, UAE

Carried out and processed all PRO’s works including Labour and Immigration.

Prepared and processed the internal service contract between company and employee's and the labour internal rules. Planned and organized visas with reference to the trade license.

Renewed employment, residence, visit, ID’s and labour cards of all the staff and trade license of the company.

Assisted in all legal works including Police Reports, Legal Documents Translation.

Represented the company to various governmental authorities.

Completed processes and formalities for newly joined employees such as opening new bank accounts. Also took care of procedures for exiting staff.

Participated in preparing and implementing company policies and regulations.

**PRO cum Logistics Assistant,** *Marine Company*, Dubai, UAE

Coordinated and provided public relation tasks for the company.

Liaised with various government ministries such as Labour Ministry and Immigration Office.

Handled issues such as visa application, stamping, cancellation, labour contract.

In charge with keeping passports of employees and maintaining personnel file and HR Information System.

|  |  |  |
| --- | --- | --- |
|  | **Qualifications** |  |
|  |  |
| **Intermediate ( I.S.C. )** | **1992** |
| **General S.S.C.** | **1989** |

**Professional Services**

* Knowledge of all types of typing of Immigration in E-form
* Visa services such as new stamping, renewal, cancellation, visit visa, family visa & employment visa
* Well known about services regarding Labour Office, Medical, OHC Medical & all types of typings

**IT Proficiency**

Well versed with MS Office (Word & Excel), Internet and E-mail applications

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  | **Personal Details** |
| Nationality | : | Pakistani |
| Marital Status | : | Married |
| Languages | : Arabic, English & Hindi |
| Driving License | : | UAE Valid D/L |

Page 2 of 2