**SAJJAD**

**Sajjad.156743@2freemail.com**

**Objective**

To obtain a suitable position in a reputable organization, where by utilizing my skills and experience, I could become a valuable member of the team, while at the same time developing my skills yet further

**Education**

**Higher Secondary Education**

10th Standard 1998

Peshawar Pakistan

**Certificate in Headway English Language Course (September 2000-March 2001)**

International English Language Institute

Peshawar, Pakistan

 **Work Experience**

 **City Mail L.L.C.**

**Dubai, UAE**

**Supervisor cum Pro**

**Public Relations Officer (PRO) Functions – January 2008 to April 2012.**

Ensuring that all employees joining the company comply with JAFZA/UAE Government regulations and employment laws. Work closely with the administration/human resources team and have full responsibility for all Labour Law related matters. Ensure that documents are completed and received on time and residence visas are approved. Liaise with the relevant government departments in regards with visas, licenses and sponsorship. Responsibilities include the following:

* Providing documents to Typing centers;
* Record Management – update visa administration information;
* Submitting documents for Visa administration and Work permits;
* Submitting documents for Commercial and Trade Licenses business requirements;
* Advising Management of best alternative work permit activities for staff in the processing of Visas;
* Providing continuous advice in regards to the new rules in the governmental departments;
* Providing continuous update in regards to the developing the visa process and facilitating with the governmental departments;
* Submitting documents to the Post Office Or Labour office – Visa submission;
* Keeping records & monitoring of all pending visa applications;
* Obtaining the Ministry of Labour approval;
* Paying Ministry of LAbour fees./ change of status fees / transfer visa fees / relative labour card fees / paying bank guarantees;
* Advising and scheduling medical tests;
* Typing and processing labour card & labour contract applications.

**Supervisor Functions – January 2008 to April 2012**

Job responsibilities include the following:

* Supervising the activities of the sorting operations, responsible for organizing the best delivery routes, monitoring the timings of the deliveries made etc.;
* Organizing the transport of all the staff to and from the office/working areas;
* Checking the daily log records and making sure that all deliveries have been finished in a timely and orderly manner;
* Taking care of any other daily tasks that may occur, making sure that all daily and weekly reports are submitted to the management.

 **Universal Gear FZCO**

 **Jebel Ali Free Zone Authority, Dubai UAE**

 **Document Clerk cum Driver**

 **December 2007 to January 2008**

Job responsibilities include the following:

* Staff pick up and drop off to and from the company premises;
* Preparing D.O. for apparels to be shipped;
* Clearance of import and export documents for N2012ke, K-Swiss, HI-TEC, LecoqSportif and Dr. Martens apparels;
* Responsible for the E-Clearance at the Customs Office;
* Processing required documents/papers for Ports and Customs Authority;
* Delivery of goods to shopping malls and other outlets;
* Double checking and controlling of delivered goods in the presence of customer;
* Accepting payments for the delivered goods and transferring/depositing of the same to the company’s bank account.

 **Belgraver Aircraft Interiors L.L.C.**

 **Dubai, UAE**

 **Warehouse Assistant**

 **November 2003 to March 2007**

Job responsibilities include the following:

* Maintaining the proper stock of all the goods in the warehouse;
* Creating receiving notes of the goods entering/exiting the warehouse;
* Fulfilling the responsibility of delivering and receiving of goods .

**Skills**

* Good communication skills
* Energetic, efficient and hardworking
* Good command of written and spoken English
* UAE LMV driving license and excellent knowledge of all the locations and roads

**Languages**

* English (proficient in speaking and writing)
* Urdu (native)

**Computer skills**

* Microsoft Windows operating knowledge
* Microsoft Office operating knowledge
* Internet applications and various

**Personal Information**

 Nationality: Pakistani

Dateofbirth**:** March02, 1982

Visastatus**:** visit visa

 Marital status: Single