

**MOHSEN**

**MOHSEN.159237@2freemail.com**

**Objectives**

**Dear
 I am writing to express my interest in applying for vacancy at your organization.
 Based in UAE, I am currently employed as public Relation Officer.
 I have a total of 7 years of full-time work experience. I believe that the skills I have acquired in the course of my professional and educational experiences will be valuable assets for your organization.
 Attached are my contact details and detailed CV for your review. I would appreciate the opportunity to speak with a member of your recruiting team in due course. Thank you very much for your consideration.**

**Personal Information**

**Name : MOHSEN**

**Marital Status: Single**

**Birth Date : 10-02-1987**

**Nationality : Egyptian**

**Visa Status : Residence**

**License car : Avilebul**

**Education**

**B.S of Information Systems - Administration Section**

**Delta Academy– EgyptMay - 2008**

**Work Experience**

**Mar. 2009 – Sep 2011: Elmaqam Engineering Consultants, Abu Dhabi**

**Job Title:PRO**

**Job Desc. :**

1. **Review submittals to ADM.**
2. **Maintain the municipality system.**
3. **Representing office in any official submittals.**
4. **Filing projects official papers.**
5. **Maintain letters Logs.**
6. **Minute managing partner meetings with clients.**
7. **Issuing building permits to contractors.**

**Oct 2011– Oct2013: Building complex General Contracting, Abu Dhabi**

**Job Title : Public relation officer**

**Job Desc. :**

1. **Strategic planning towards labors work force.**
2. **Fully aware of the review of all government departments from commencing project till close out.**
3. **General Directorate of Residency and Foreigners Affairs paper work and submittals.**
4. **Ministry of Labor paper work and submittals.**
5. **Abu Dhabi Municipality paper work and submittals.**

**Jan 2014 – Present: Asqalan Group (Dubai & Sharjah & Ajman)**

**Job Title : Public relation officer**

**Job Desc :**

1. **Extraction Get Pass security entry and temporary workers (GHQ).**
2. **Extraction Get Pass A truck Permit.**
3. **General Directorate of Residency and Foreigners Affairs paper work and submittals.**
4. **Ministry of Labor paper work and submittals.**
5. **Abu Dhabi Municipality paper work and submittals.**
6. **Follow all transactions of government interests in Dubai (General Administration of Foreign Affairs) (Ministry of Labour)**

**Computer Skills**

* **Microsoft office package: Word,Excel,Access and power point.**
* **ICDL Course.**
* **IT networking**
* **Finger print attendance software**

**Language Skills**

* **Arabic (Mothertongue)**
* **English (good)**

**Drivinglicense**

* **UAE driving license**
* **Egypt driving license**

**Personal Skills**

* **Communication skills**
* **Ability to work under pressure.**
* **Good communication and negotiation skills.**
* **Flexible, Motivated, Committed to team work, Good organizational skills.**
* **Developing others and helping others to learn.**
* **Progressive.**
* **Hard worker.**

**References available upon requested**