**Gulfjobseeker.com CV No:** **106206**

**Mobile +**971505905010 / +971504753686

To get contact details of this candidates

Submit request through Feedback Link

<http://www.gulfjobseeker.com/feedback/submit_fb.php>

***Objective:***

***Seeking a challenging position in a reputable company where I can be of a great benefit in processing all the official documents of the company and employees and at the same time improve my skills.***

***Personal data:***

***Date of birth: 1/7/1989***

***Place of birth: Cairo, Egypt***

***Nationality: Egyptian***

***Social status: Single***

***Military status: Exempted***

***Profile:***

## ***A hard worker with strong personality. Having the ability to face different kinds of problems and solve them. Having a good experience in giving perfect output under stress, as well as working individually or among a team.***

## 

***Language:***

## ***Arabic: Mother Tongue***

## ***English: Good***

***Graduation:***

## ***Cairo High School in - May 2007***

***Professional experience in UAE***

* ***The company name : On Time Business Services***

## ***Period: from 2012 till now***

***Position : Data entry***

***Duties and Responsibilities :***

* **Knowledge of Arabic & English documents Typing Work relating to**
* **Economic Department, Marriage contract, Ejari, Immigration, Emirates Id, Medical, Saudi Visa, Schengen Vis, UK visa, USA visa, Iraq Visa, Oman Visa, Egypt Visa, Libyan Visa, &. etc**
* **Typing also in this system.**
* **Responsible for the day to day operation of the branch.**
* **Having idea about Enjaz system to follow up the approved invitation letter and pre approved.**
* **Explain properly to the customer the procedure of the transactions**
* **Coordinate with the supervisor regarding the daily transactions**

## ***The company name: Estabraq Consulting Engineers***

***Period : from 2009 till 2011***

***Position : public relations representative***

* ***Duties and Responsibilities :***
* **Processing the transactions of the Ministry of Labor .**
* **Processing the transactions of the immigration and passports.**
* **Processing the transactions of the Human Resources Department.**
* **Processing the transactions of medical examination at government hospitals.**
* **Processing the transactions of Tas’heel.**

***Computer Skills:***

## ***Good User Microsoft Windows,***

## ***Internet Browsing, Office Package and Hardware knowledge***

***INTERESTS & ACTIVITIES:***

## ***Reading.***

## ***Swimming.***

## ***Football.***