**CURRICULUM VITAE**

**Masood**

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**Position : Public Relations Officer**

**OBJECTIVE:**

Seeking to consolidate my career in Public Relations with Administrative and Human Resource perspectives, using qualification and **experience of 17 years in UAE** for career development and to play a major role for the growth and prosperity of the organization.

**SKILLS:**

* Excellent organizational, administrative and people skills.
* Strong knowledge of the Labour and Immigration law of the UAE.
* Developing and maintaining a good relationship with the appropriate government departments, concerned company officials and all personnel.
* Good computer skills.
* Arabic & English typing skills.

**ACADEMIC QUALIFICATION:**

* Bachelor of Arts (**B.A.** - Economics) University of Kerala, India.

**PROFESSIONAL QUALIFICATION:**

* Typewriting **English** - **Higher 60 wpm** (Passed Kerala Government Technical Examination), Kerala - India.
* Typewriting **Arabic** - **50 wpm**

**COMPUTER SKILLS:**

* Data Entry and Console Operation Course successfully completed in L.B.S. Centre for

Science and Technology, (Government of Kerala undertaking), Kerala, India. (MS Office – Word, Excel, PowerPoint, Outlook, XP, Vista & Internet, Computer

Hardware, Software Installation and Maintenance).

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| **LANGUAGES KNOWN** | **LANGUAGE** | **READ WRITE** | | **SPEAK** |
|  | English | Yes | Yes | Yes |
|  | Arabic | Yes | Yes | Yes |
|  | Hindi | Yes | No | Yes |
|  | Malayalam | Yes | Yes | Yes |
|  | Tamil | Yes | No | Yes |

**EMPLOYMENT HISTORY**

***From April 2010 till present*** : M/S Chun Wo Building Construction Ltd. – Abu Dhabi

(Member of Chun Wo Group - Hong Kong)

***Position*** : **Public Relations Officer**

***Duties Performed:***

* Organize periodic renewal / amendments of Licenses and other government certificates of all company’s legal entities in the UAE. Document submission to the Ministry of Labor and Immigration for visa applications - Take, submit & collect all necessary documentation in order to organize all employee official paperwork.-Arrange medical tests, passports, memos, emirates ID & medical insurance to ensure that the visas are processed on a timely manner to support the business and company’s records are up-to-date in the Labour and Immigration Departments.
* Administer and evaluate process of residency & visa services and procedures and reports results to higher management. Responsible for maintaining the company’s legal documents. Arrange vehicle registration, transfer, license, vehicle insurance, home insurance, company Insurance policies & claims. Renew and maintain all company’s leases in the UAE before its expiry, which includes offices, company apartments.
* Online certificate renewal/amendments & cancellation etc. in Ministry of Economy, Department of Economic Development & Traffic Department etc.
* Accurate preparation of documents according to the requirement of the legal authorities

***From Mar 2000 to April 2010*** :M/S ENGINEERING KINETICS COMPANY – Abu Dhabi

***Position*** : **HR** **&** **Public Relations Officer**

***Duties Performed***

• Documents Submission and follow up in Oil field security passes (**CNIA)** and all other departments and companies. Reporting directly to the G.M & CEO and responsible for maintaining the company’s legal documents, managing the end -to-end immigration process, develop and maintain an effective visa tracking system, update all new rules and regulations of labour/immigration and other departments, maintaining employee records, leave schedules, arranging health insurance, vehicle insurance and registrations, etc.. Typing letters and documents for labour, Immigration, Oil field security passes (**CNIA**) etc., in **Arabic and English**.

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| ***From 1998 to 1999*** | : | M/S AL KHULOUD TYPING - Sharjah, U.A.E. |
| ***Position*** | : | Computer Operator cum Typist |
| ***Duties Performed*** |  |  |

* Dealing with public relation officers, Typing letters & documents (labour & Immigration) in **Arabic and English**.

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| ***From 1997 to 1998*** | : M/S GEO ELECTRICAL & CONTRACTING CO. |  |
| ***Position*** | Sharjah, U.A.E. |  |
| : Document Controller |  |

***Duties Performed***

• Document and maintain records related to IT section. Follow up and maintenance of all documentation files and correspondence and responsible for documenting and maintaining drawings, BOQs, Contracts and Agreements.

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