**CAREER OBJECTIVE**

Seeking a position as a Public Relations Manager in a Well-Known Firm

**PROFILE**

Very talented, active, passionate Public Relations Proficient who isn't satisfied to relax on his accomplishments

**BASIC COMPETENCIES**

* Inventive and quick-witted thinking.
* Able to make fast and worthy decisions and manage thoughts in critical time constraints and in a full workload.
* Good team player with incredible interpersonal skills.
* Thorough knowledge and appreciative of interactions tools and public relations methods.
* Talent to recognize and search public relations opportunity, which are tactical and cost efficient.
* Experience in Real Estate Public relations, healthcare, construction, Press

**PROFESSIONAL EXPERIENCE**

* **AIM Real Estate, Dubai**

Public Relations Manager (2013 to Present)

* Collect and provide periodical updates from the government authorities on all Labor and immigration rules to keep the HR department abreast of the changes in the rules and procedures
* Submit, follow-up and collect all new employment and business visas to ensure that the visas are processed on a timely manner to support the business
* Renew, update and maintain all employees and their dependents’ visas, labor cards, and labor contracts in a timely manner to ensure that company’s records are up-to-date in the labor and Immigration Departments
* Deal with general enquires regarding PRO functions promptly and efficiently to enhance the level of department service
* **MALILAH Real Estate, Dubai**

Public Relations Coordinator (2010 to 2013)

* Provide service, support and assistance to new and existing employees on their requirements such are driving license, liquor license, car registrations, accommodation and legal requirements to ensure that PR services are provided as required
* Renew, update and maintain the trade licenses and other government certificates of all company’s legal entities in the UAE to ensure that the documents are up-to-date
* Renew and maintain all company’s leases in the UAE before its expiry, which includes offices, company apartments
* Assist departments in resolving any issues related to company vehicle registration and renewals to ensure that PRO services are provided as and when it is required
* Obtain visas from other Embassies in UAE for staff members for their business travel
* Arrange processing attestation of employee qualifications as required
* Accurate preparation of documents according to the requirement of the legal authorities
* Maintain confidentiality and security of company and employee documents at all times
* **Beach Home Real Estate, Dubai**

Senior Public Relations Officer (2008 to 2010)

* **Dania Property Management and Consultancy, Dubai**

Senior Public Relations Officer (2001 to 2008)

* **Al BAYAN Press Printing and Publication, Dubai**

Press Circulation/Information Officer (1998 to 2001)

**EDUCATION DETAILS**

Architectonic Technical Institute

Technical Education Bachelor Degree

Egypt (June, 1990)

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