**Curriculum Vitae**

**Personal Information:**

Date of Birth: 3rd June 1970

Nationality: Indian

Marital Status: Marriedffff

**Education:** BA Bachelor of Arts (Osmania University, India)

**Work experience:**

**May 2008 to till date** BWS (BAKERWILKINS & SMITH)

**Position:** Office Manager & (PRO)

Main Duties & responsibilities:

 Prepare the proposal’s and tender documents of the project’s and submit to Consultant

 Make a invoices as per the project competition, and send it to Consultant, and documentation of

 Project’s and maintains the record till finish the project,

* Public Relations work related to labour/immigration and other government work.
* Prepare and submit visa applications to Immigration and Labour offices for the following: UAE employment visas, renewal / transfer of UAE visa, foreign visas required for business travel.
* Renew, update and maintain all employees and their dependent’s visas, labour cards, and labour contracts in a timely manner to ensure that company’s records are up-to-date in the labour and Immigration Departments.
* Collect and provide periodical updates from the government authorities on all Labour and immigration rules to keep the HR department abreast of the changes in the rules and procedures.
* Ensure valid UAE work permits (Labour & Emirates ID cards) have been processed for all employees during the duration of employment.
* Arrange medical tests, passports, memos, promotional draws and fine resolution.
* Liaise with the Insurance Company for Health cards.
* Support the department with enquiries concerning Labour and Immigration matters.
* Maintain all legal documentation for employees related to visa issues / cancellation.
* Ensure all legal formalities have been completed for employees joining / exiting the company.
* Liaise with the HR Coordinator to collate all necessary documents and employee information required for processing visas and work permits.
* Ensure all paperwork is submitted to the necessary government authorities for approval and is processed within the agreed time-lines.
* Prepare and arrange visa cancellations for terminated or resigned employees.
* Deal with general enquires regarding PRO functions promptly and efficiently to enhance the level of department service.
* Provide service, support and assistance to new and existing employees on their requirements such as driving license, 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.
* 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.
* Experienced in visa and other transactions, knowledge of Abu Dhabi and UAE Labour Law.
* Follow-up with local authorities for all types of visa / emigration clearance.
* Ensure all PRO activities carried out meet the company policies and any legal and regulatory requirements.

**Sep 1996 to Oct 2007** ALWI TUNSI & BROTHERS

**Position:** Accounts & Office Admin

Main Duties & responsibilities:

Main duties comprise of overall accounting activities up to Balance sheet, Banking and general accounting and administrative matters in a professional and computerized accounting environment.

Payments:

* Monitor and verify all purchases invoices with quotation and local purchase orders for managers Authorization and posting in the accounting system, preparation of payment vouchers and cheques and posting in the accounting system. Preparation of payment vouchers and cheques in accordance with due dates to payments as agreed with suppliers for manager’s approval and posting in the system check and verify all bank notes and post in the respective account head through the system.

Receipts:

* Monitor and verify all sales invoice and other receipts and reconcile with individual sales invoice, deposit cheques / cash in the bank according to the order of receipts.

Sales:

* Check and verify all sales invoices and ensure that all invoices are according to contracts / agreements with the client, pass invoice after verification to concerned department for their approval and post in the system according to products category.

Journal entries:

* Check and confirm all journal entries to ensure that entries are passed according to proper account heads (Coding) and adjustments are made in the ledger wherever necessary.

Stores:

* Coordinate with the store keeper and ensure that all the materials are received according to purchase orders issued by the company and verify all store Material receive note and Material issue Voucher, control and verify that all MRN and MIN are posted in stock ledger system. Reconcile and tally the stock value with general ledger monthly and adjust the variance whenever necessary with approval of management.

Credit control:

* Check and verify debtors list monthly and ensure that all invoices are posted in the correct customers account, monthly reconciliation of each debtor account and tally with general ledger, study the monthly age analysis and set the monthly collection target, for proper collection follow up and credit control by coordinating with collection department, monthly reconciliation and maintenance of proper records of each debtor account and tally with general ledger.

Creditors control / Payments:

* Check and verify creditor’s ledger / age analysis and make sure that all purchases invoices are properly recorded in each suppliers account, monthly reconciliation of each suppliers account with general ledger. Preparation of invoice payment vouchers according to purchase agreements for authorization by the manager and remit the amount to concerned supplier’s account.

**Project Handled:**

* ATB GROUP GIFT & NOVELTIES (AL JUBAIL. K.S.A)
* MUNICIPAL CORPORATION BALADIA (JEDDAH K.S.A)
* LACOSTA BEACH & RESORT (JEDDAH K.S.A)

**Computer Skills**

* QUICKBOOKS PRO
* MS windows XP/VISTA/7/8
* Microsoft Office Suite 2003/2007/2010

**Professional Traits:**

* Excellent Communication, Organization and Administrative Skills
* Good interpersonal skills
* Highly motivated with a strong work ethic
* Team Work
* Documentation

**Languages:** Urdu Mother Tongue

 Hindi Mother Tongue

 English Fluent

 Arabic Fluent

 Bengali Fluent

**Translation** Arabic translation written and oral



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