**CURRICULUM VITAE**

**MOHAMMAD**

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**CAREER OBJECTIVE**

To facilitate the company’s ability to conduct business operations in the UAE, ensuring the Company operates in accordance with local rules and regulations, alongside focusing on the scope of enhancing my personal skills & gaining maximum knowledge during my tenure to contribute to the growth of the firm. To manage MOL, DRND and Free Zone processes, new employee administration processes and ensures that a best in class service is delivered to employees and the business by the HR team.

Currently looking for a suitable position with a leading and ambitious company.

**KEY SKILLS AND COMPETENCIES**

* Strong organizational, administrative and analytical skills.
* Excellent spelling, proofreading and computer skills.
* Ability to maintain confidentiality.
* Excellent working knowledge of all Microsoft Office packages.
* Ability to produce consistently accurate work even whilst under pressure.
* Ability to multi task and manage conflicting demands.
* Ability to time management and prioritization.
* Strong interpersonal & relationship building, problem-solving, research and communications.

**QUALIFICATIONS & EXPERIENCE**

* Fluent in English & Arabic, written and spoken.
* Excellent experience of PRO work in DMCC & JAFZA Free zone.
* Knowledge of UAE Labour Law, DMCC & JAFZA Free zone rules and regulations.
* Good computer skills in Microsoft Word, Excel, Outlook as well as e-Commerce, Business to Business online payments and processes to secure work permits, etc.
* Excellent administration skills with experience of managing administrative processes and tasks.

**STRENGTHS**

* Motivated and enthusiastic Public Relation Officer with experience of working as part of a team in a busy office environment.
* Well organized and having a proactive in providing timely, efficient and accurate administrative support to HR department, managers and work colleagues.
* Well-presented and excellent social skills and willing to socialize with potential clients and establish good working relationships with variety of different nationality.
* Willingness to learn.
* Possessing a proven ability to generate innovative ideas and solutions to problems.

**WORK EXPERIENCE:**

**Chartwell Corporation September 2012 – Present**

**Dubai U.A.E**

**Public Relation Officer**

**Job Description:**

* Clearing the procedures in MOL and DRND and represent the company with Free Zone and government authorities and manage the relationship effectively.
* Manage MOL and DRND processes for employees and their dependents (new & re-new), collating employee’s documents, accurately preparing applications, applying for entry permits, employment visas, labour cards, Emirates ID, residence visas and collecting documents.
* Manage the cancellation of visa process for employees and their dependents to ensure visas are cancelled.
* Liaise with the Company attestation provider to arrange attestation of employee certificates and arrange attestation in the UAE with the MOFA.
* Maintain employee HR files, electronic and hard copy, with up to date copies of passports, visas and immigration information.
* Ensure that all work is undertaken in compliance with the systems, structures, standards and policies set by the Company.
* Keep up to date with and communicate changes in MOL, DRND and Free Zone rules and procedures from the Free Zone and government authorities.
* Accurately and efficiently manage expenses related to MOL and DRND processes in line with Company policy.
* Provide support of administrative tasks such as producing employee letters required for government authorities and contribute to the effective operation of the office.
* Produce letters for employees required to be drafted in Arabic.
* Maintain an up to date database of passports and residence visas.
* Clearing the procedure in import and export of shipment.
* Clearing the procedures all in Dubai Free Zone & government Administration Work.
* Working as part of a team and supporting the Managing Director.
* Responsible for the day-to-day tasks and administrative duties of the office including covering the reception area.
* Organize visas for holiday and business related travel for managers as required.

**Barrick Foods Trading LLC March 2010- September 2012**

**Dubai U.A.E**

**Sales Executive cum Public Relation Officer**

**Job Description:**

* Approaching potential customers with the aim of winning new business. Making repeat sales to the company’s existing customers.
* Listening to customer requirements and presenting appropriately to make a sale.
* Maintaining and developing relationships with existing customers in person and via telephone calls and emails. Responding to incoming email and phone enquiries.
* Researching the market and related products; gathering market and customer information.
* Cold calling to arrange meetings with potential customers to prospect for new business.
* Negotiating on price, costs, delivery and specifications with buyers and managers.
* Recording sales and order information and sending copies to the sales office, or entering into a computer system.
* Making accurate, rapid cost calculations and providing customers with quotations.
* Checking quantities of goods on display and in stock.
* Attending team meeting and sharing best practice with colleagues.
* Clearing the procedures in MOL, DRD and Free Zone.
* Clearing the procedure in import and export of shipment.
* Typing documents and distributing memos.
* Updating, processing and filing of all documents.
* Clearing the procedures all in Dubai Free Zone & government Administration Work.
* Working as part of a team and supporting the Managing Director.
* Responsible for the day-to-day tasks and administrative duties of the office including covering the reception area.

**Al Rawabi Company November 2006 - November 2009**

**Dubai, U.A.E.**

**Sales / Merchandiser**

**Job Description:**

* Achieving daily targets.
* Taking care receipts of goods.
* Maintaining stock record.
* Attending / responding to all customer’s calls.
* Achieving management goals.
* Making daily orders.
* Merchandising of stocks and ensuring first in and first out.
* Implementation of POS materials in accordance to company standard.
* Achieving objective of increasing shelf space.
* Implementation of promotion plan.
* Improving and maintaining the good relationship with customer.

**EDUCATIONAL ATTAINMENT**

High Secondary School

Hama – Syria