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| **RESUME SUMMARY** | | |
| **First Name of Application CV No 1646226**  Whatsapp Mobile: +971504753686  New_logo.gif  To get contact details of this candidate Purchase our CV Database Access on this link.  <http://www.gulfjobseeker.com/employer/services/buycvdatabase.php> |  | |
| SUMMERY | |

## I am looking for an opportunity to perform in a dynamic company by utilizing my analytical skills, technical abilities, and knowledge for the achievement of organizational and personal growth objectives.

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| STRENGTHS AND SKILLS |

* A fast learner and open to new challenges.
* Effective communication and analytical skills.
* Capable of multitasking and handling pressure.
* Effective problem solving skills under extreme pressure.

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| **PROFESSIONAL EXPERIENCE** |

**Firm: AL AHAMADIA AKTOR LLC DUBAI**

**Position: PRO**

**Period: JAN 2008 TO JAN 2012**

**JOB RESPONSIBILITIES:**

**PRO — Al Ahamadia Aktor LLC**

* **P.R.O Labor, Immigration, Tasheel Service (Documents Clearing)**
* Keeping a track of Govt. Rules and regulations and updating team with changes from time to time
* Typing medical & emirates id
* Coordinating medical for new visa applicants & renewals
* Other admin works like filing, scanning, coordinating with department admins & managers
* Arranging all types of visa
* Arrange all kind of medicals
* Schedule and complete the medical test of the new hires on time and obtain their residency visas stamped within a reasonable period of time from their arrival
* Management of entry/ exit from the country according to UAE Laws
* Control of expiry dates and the renewing and updating of Visa's
* Create and maintain a tracking sheet for Emirates ID application, visas, passports and medical cards etc. also following up for the same
* Create and maintain up-to date system file for passport and residency along with their next of kin details
* Take control over residence visa, driving license (traffic), medical test for incoming employees
* Elaboration of letters and documents
* General Administrative Services
* Control and support of employee travels and accommodation
* To protectively manage the timely renewal of all employment visa and labor permits
* Arrange medical test, passport,memos and fine resolution
* Organize periodic renewal of license

**Firm : STANFORD MARINE LLC DUBAI**

**Position : PRO**

**Period : JUNE 2012 TO CONTINUE**

**JOB RESPONSIBILITIES:**

* **P.R.O Labor, Immigration, Tasheel Service Dubai, (Documents Clearing)**
* Arranging vessel for any crew inward & outward clearance at Dubai ports
* Co-coordinating with immigration/custom/marine related vessel inward outward clearance
* Arranging Jebel All and port Rashid annual pass for allstaff & crew
* Ensuring all visas, medical and labor permits are up to date renewal
* Organizing seaman visa sign on & sign off crew
* Managing all documents in relation to custom clearance
* Arranging all type of visa
* Arranging seaman id for all company crew & vessel navigation license
* Management of entry/ exit from the country according to UAE Laws
* Control of expiry dates and the renewing and updating of Visa's
* Assistance to Internal employees
* Take control over residence visa, driving license (traffic), medical test for incoming employees
* Elaboration of letters and documents
* General Administrative Services
* Control and support of employee travels and accommodation
* Take submit collect all necessary documentation in order to organize all employee official paper work.

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| **RECOGNITION** |

* Recognized for outstanding performance in Stanford Marine LLC in year 2013

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| **QUALIFICATION** |

* **Higher Secondary Education (Pakistan)**

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| **COMPUTER LITERACY** |

* MS Office (MS Word, MS Excel, MS PowerPoint).
* Arabic / English typing
* E-Mailing & Web Browsing

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| **LANGUAGES** | | | | | | | | |
|  |  |  | ***Read*** | ***Write*** | ***Speak*** |  |
|  | o | **English** | Excellent | Excellent | Excellent |  |
|  | o | **Arabic** | Basic | Basic | Basic |  |
|  | o | **Urdu** | Excellent | Excellent | Excellent |  |

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| **PERSONAL INFORMATION** |

Marital Status : Married

Nationality : Pakistani

Visa status : Employed

D.O.B : 02-11-1985

Religion : Muslim

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| **HOBBIES** |

* Books & Newspaper Reading