**First Name of Application CV No:** **1652832**

Whatsapp Mobile: +971504753686



**OBJECTIVE**

To excel in a position by applying my professional experience and strive towards fulfilling the responsibilities assigned to me, I can perform well in my fields, and I assure to uphold your quality standards, policies and procedures.

**PROFILES**

* Always willing to acquire and develop new skill and knowledge.
* Ability to work as part of team.
* Having high sense of responsibility and commitment.
* Able to work independently and hard working person.
* Ability to work independently as well as in a team environment &Quick learner.

**WORK EXPERIENCE**

* ***5*** years working experiences as Typist General in Darwish shakeel Document Clearing U.A.E .

Position: Typist General cum Computer Operator

Duties & Responsibilities

* **Typing all types of Applications:**
  + - * Emirates ID applications.
      * Medical applications.
      * OHC Card applications.
      * Labour & immigration cards
      * DED Form.
      * EJARI attestation.
      * Arabic Forms, Arabic Typing
* **Immigration Works:**
  + - * New visa applications.
      * Renewal visa applications.
      * Cancellations.
      * Transfer applications.
      * Visa payments
      * Online visa applications. (EDNRD)
      * And all other types of applications.
      * New E-form (Vision)
* **Labor Works: (TAS-HEEL)**
  + - * + New Quota
        + Job Offer
      * Employment Visa.
      * New Labor Contract.
      * Renewal Labor contract.
      * Labor cancellation, Labour computer card etc.
      * And all other types of application in Labor

**EDUCATIONAL ATTAINMENT**

* I have passed Islamic Education from *Darul Uloom Deoband University*, U.P.India.
* *Bachelor of Arts in Islamic Education*.
* Secondary School Certificate.
* *Diploma in Computer Hardwire & Software.*

**COMPUTER QUALIFICATION**

* MS Office, Internet & E-mail
* Windows Installation
* Software & Hardware Installation

**PERSONAL DETAILS**

Date of Birth : 01.07.1980

Gender : Male

Nationality : Indian

Religion : Muslim

Marital Status : Married

Language Known : Arabic, English, Hindi & Urdu