**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