**OBJECTIVE:**

Seeking long term employment in an organization where I can grow professionally and further enhance my skills, knowledge and experience to face and overcome the challenges of today’s changing work environment.

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**PROFILE:**

* Have 8 years’ experience as Public Relation , 3+ years Experience as Human Resources Coordinator, 4+ years’ Experience as Administrative , Legal and 2 yrs. as Business D. Executive
* I have a clear, logical mind with a practical approach to problem solving and a drive to see things through to completion. I have a great eye for detail. I am eager to learn, I enjoy overcoming challenges, and I have a genuine interest in Business Management.
* Professionally committed and responsible. Adapt easily to new situations. Successfully handle a wide range of functions using a combination of creative, organizational, and writing skills.
* Maintain focus in demanding work environments, under deadline and pressure conditions. Meet challenges head-on and always find a way to effectively complete multiple assignments or tasks.

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**SKILLS & KNOWLEDGE:**

• Team work

• Decision making

• Working on your own initiative

• Working and coping under pressure

• Customer service & customer care skills

• Communication skills both verbal & listening

• Working to deadlines

• Organization

• Time management

• Possibly supervision and therefore dealing with staffing issues

• Cash handling

• Health & safety knowledge

• Possibly creative thinking – thinking of new layouts

• Legal elements e.g. licensing laws, Immigration laws, labouer laws, Police stations & Court laws

**JOB EXPERIENCE: FROM 21\7\2015, PRESENT**

**POST: Public Relation Officer**

**WWICS Groups, (Abu Dhabi, Dubai “DAFZA & DMCC”, Sharjah) & GCC Counties**

**PUBLIC RELARION JOB RESPOSIBILITES:**

1. Lessoning and Interacting with the authorities in government departments of UAE Companies for getting necessary approval for the visas or related issues.
2. Lessoning & interacting with the existing sponsors for facilitation of various business activities of our offices and for visa approvals.
3. Representing all companies before concerned authorities (Immigration , Labour Office, Economic Dept., Ministry of Economic, Chamber of Commerce , Courts , Police Stations)
4. Dealing with clients as per the requirements
5. Dealing with any complaints filed by the clients with the local authorities, police departments, Courts & all legal matters

**JOB EXPERIENCE: FROM 6/09/2010 UP TO 19\7\2015**

**POST: Public Relation Executive /Human Resources / Administration / Legal & Business**

**Development Executive**

**Reliance Trading Centre, UAE**

***PUBLIC RELATION JOB RESPONSIBILITIES***

1. Handling Employments visa within Sharjah Immigration (New visas & Renewal Visas, visit visas)
2. Dealing with Sharjah Governments Departments(Immigration Department, Dubai Customs, Etisalat, Ministry of Labour , Sharjah Chamber of Commerce, Police Stations, Economic Department )
3. Planning, developing and implementing PR strategies

***HUMAN RESOURCES JOB RESPONSIBILITIES***

1. To assist the manager in the full spectrum of human resource management and related functions
2. Ensure company’s human resources are used efficiently and effectively
3. Assist in developing, implementing, maintaining and reviewing of company policies, rules and regulations in compliance with all applicable employment laws, statutes and regulations
4. Provide support for manpower planning, recruitment and selection process
5. Handling payroll including statutory deductions
6. Conduct new employee induction program
7. Assist in the identification and analyses of staff training, development and career support needs
8. Performance appraisal or evaluation of employee
9. Organize and administer staff consultation and grievance procedures
10. Oversee employees’ disciplines and their compliance with company rules and policies
11. Able to handle matters relating to expatriate applications
12. Handling payroll including statutory deductions
13. Assist in the Occupational Health & Safety of the company
14. Develop and recommend plans and activities to improve on the current HR system and process development

***ADMINISTRATION JOB RESPONSIBILITIES***

1. Produce correspondence and documents, and maintain spreadsheets and databases.
2. ordering and maintaining stationery and equipment supplies
3. Renewal All company registration Vehicles including Insurances
4. Filing, copying and faxing.
5. Works with management and others to develop and implement operating policies and procedures
6. Managing holiday, sickness, attendance and absence records
7. Working with invoices and receipts

***LEGAL JOB RESPONSIBILITIES***

1. Giving legal advice
2. Researching and preparing cases
3. Dealing with Cheques cases , Civil Cases , Labouer cases in Police stations , Public Prosecution &

Court

1. Dealing with Civil cases, executive & appeal cases

***BUSINESS DEVELOPMENT EXECUTIVE***

1. **Identifying** new leads
2. **Performing** follow up duties
3. **Attending** meetings, training sessions and seminars
4. **Providing** feedback to managers
5. **Researching** market trends

**JOB EXPERIENCE: FROM 01/03/2006 Up to 30/06/2009**

**POST: Public Relation Officer**

**IFA Hotels & Resorts FZE, Dubai, Knowledge Village, Media City**

***JOB RESPONSIBILITIES***

1. Handling Employments & visit Visas within JAFZA & TECOM
2. Dealing with Dubai Governments Departments (Immigration Department, Etisalat, RERA, Dubai Chamber, TECOM, JAFZA, Department of Economic Nakheel Sales center Trakhees (Nakheel)& Notary Public)
3. Establishing a new Trade Licenses and Renewing Trade Licenses within JAFZA, TECOM , Trakhees & Attested legal documents within JAFZA , TCOM &Trakhees
4. Filing

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**JOB EXPERIENCE: FROM 01/01/2005 Up to 28/02/2006**

**POST: Senior Administrator Assistant**

**Jebel Ali Free Zone Authority, Dubai, UAE**

***JOB RESPONSIBILITIES***

1. Customer Services
2. Handling Employment & Visit visas for JAFZA’s companies
3. Handling Letters & NOC for JAFZA’s Companies

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**JOB EXPERIENCE: FROM 02/02/2002 Up to 30/08/2002**

**POST: Public Relation Officer**

**Gulf Capitals Company, Sharjah, UAE**

1. Handling Employment & visit Visas
2. Dealing with Government Departments (Sharjah Municipality, Department of Economic, Immigration Department)

**EDUCATION QALIFICATION:**

* University of Alexandria (Bachelor of Business Administration)
* English Speaking Certificate , Sharjah University UAE

Certificate of English that is equivalents TOEFL

**COMPUTER SKILLS:**

* MS office applications (MS Word , Excel , Outlook )
* Internet & Email applications

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**PERSONAL PROFILE:**

* **Gender : Male**
* **Nationality : Jordanian**
* **Place Of Birth : Dubai, UAE**
* **Languages : Arabic & English**

**First Name of Application CV No:** **1671708**

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