**CURRICULUM VITAE**

**PERSONAL INFORMATION:**

Date : 04/07/1990

Nationality : tunisian

Marital status : single

**OBJECTIVE**

To make optimum use of my knowledge, experience and skills in reputable organization that will offer me a chance to grow and enhance my career opportunities. To work for an organization that will provide me the opportunity to be a part of the team and to contribute in the success of the company and expand my career prospects and achieve my goals.

EDUCATION AND TRAINING**:**

* 2010: Baccalaureates in Economy and management
* 2012: Certificate on computer skills

PROFESSIONAL EXPERIENCE:

* 2011-2012: Worked as a sales man at ZARA in Tunis
* 2012-2013: Worked as a assistant manager in HAMHAMA restaurant Tunis
* 2013-up till now: Working as VISA OFFICER at jasmin plus business center in UAE-Dubai

FOREIGN LANGUAGES:

* Arabic
* English
* French

TECHNICAL SKILLS:

* Complete visa documentation ( schedule staff’s visa, medical, coordinating with other internal and external department)
* Use the online and off line immigration systems (E-VISION and E-DNRD)
* Ensure all visa, medical and labour permits are up to date and arrange timely renewal
* TOURIST and VISIT visa processes
* Ejari system
* Emirates ID process
* Company license
* Providing exceptional customer service
* Internet, Mailing
* Able to finish all the government procedures
* UAE driving license

PERSONAL INTERESTS:

* World of fashion, swimming, cinema

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