**To,**

**The Human Resources Manager**

**Subject:           Job Application –Public Relations Officer, Typist, Document Controller**

**Dear Sir,**

**With reference to above mentioned subject, please note that I am seeking for a suitable job to achieve excellence in career through constant struggle and hard work in goal-oriented environment, looking forward working for a suitable organization, where I can apply my skills and abilities obtained through work experience and educational background.  
   
I am having a total of 6 years’ experience including 50 months in UAE as Public Relations Officer, Secretarial, Typing of Immigrations and labor applications for visa processing with documentations and Document Controlling works. I have UAE driving License also. I also comfortable with the use of new Fawri System and G2 System. I have also knowledge of preparing the forms for CNIA Gate Passes. I have experience as PRO to handle company work related to visas and visiting various authorities such as Immigration, Labor, Licensing Department, Traffic Department, Etisalat Etc. I have a Higher secondary School, Intermediate Certificate and Certificate in M. S Office and Diploma in Civil Surveying, fluency in English and well knowledge of Arabic (reading, writing, speaking), Excellent Computer skills (e.g. MS Office, Computer Hardware Maintenance etc.).**

**Kindly find attached herewith my updated Resume. Detailed information about my previous and current career is stated in my (attached) CV. The other required information I can provide you upon your demand later. I am sure that I am able enough to cover your company's requirements and work for subject post.**

**Thanking you in anticipation and awaiting for your favorable reply.**

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**NAEEM**

[**NAEEM.288205@2freemail.com**](mailto:NAEEM.288205@2freemail.com)

**Position Applied for: Public Relations Officer/ Typist/ Document Controller**

**Objective**

* To achieve competency and excellence in the field of Customer Service.
* To be a part of successful team of individuals who thrive onchallenges, where in my skills and abilities will enhance the company’s success and there by my own growth.
* Self & organizational improvement through continuous learning with growth opportunities & company that values quality of work.
* Change and growth are the natural phenomena. Being customer service, I am looking forward for the change with positive growth in your esteemed Organization.

**Outstanding Qualities**

* Visiting key authorities for PRO related work activities.
* Work permits processing. Employment visa processing.
* Labor contract processing. Cancellation typing and submissions.
* Pretty cash Fund Reconciliation. CBD Fund Reconciliation.
* E dirham Fund Reconciliation .Emirates Identity card Processing
* EPRO System .Mol Tas’heel Services. Employee relations.
* MOI Fawri online system, MOI old system.

**Work Experience in UAE**

* Presently working with M/s. **Tikka Tonight Restaurant & Laith Typewriting and Photocopying** Abu Dhabi & Dubai, UAE from January 2014

**Position:** Public Relations Officer

Typist (Arabic & English Typing, Labor, immigration / Embassies forms)

**Brief Details of Duties Performed:**

**AS PUBLIC RELATIONS OFFICER:**

* Visiting Immigration Authority for staff visa related and company related matters. Also accompany staff for their family visas.
* Visits Ministry Of Labor for matters related to Establishment such as Trade License, Staff Work Permits and Contracts Disputes etc.
* Visits Health Authority for the submission of documents such as Financial Report regarding organization.
* Visit Health Insurance Department for staff and their dependents related insurance matters and claims.
* Visit Emirates Identity Authority accompanying staff for finger prints and card collection purposes.
* Accompany staff to Medical Health Center for Medicals and Certificate Collections and also taking and managing time and transport for the staff.
* Visit Ministry Of Economy regarding Trade License matters such as renewals, change in activities if any.
* Visit Tasheel centers for submissions of MOL Batches.
* Visiting Etisalat centers for payments of company connections also getting new connections for company and staff as well.
* Work on E-netwasel system to keep an eye on Renewals of Trade licenses and staff work permits.
* **AS TYPIST/ DOCUMENT CONTROLLER:**
* Documentation, Processing and monitoring the status and follow – up of New joiners for Emirates ID card, Labor Contracts and residencies.
* Welcomes new Employees to the organization by conducting orientation.
* Submits employee data reports by assembling, preparing and analyzing data.
* Arranging appointments and transports for Medical test of new employees and responsible for Medical invoices and their bills.
* Maintains employee information by entering and updating employment and status change data.
* Maintains quality service by following organization standards.
* Typing all document for local authorities like Immigration Department, Ministry of Labor.
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* Documentation and Processing of cancellations, Employment Contracts, Work Permits, and Residence Permits for all employees.
* Prompt Renewal of Resident Permits, Visit Visa, Mission Visa and Work permits on time.
* Operates personal computer using office software application.
* Monitoring for all PRO section’s incoming and outgoing documents.
* Working with computer spreadsheets and databases answering the telephones handling inquiries about related works.
* Using office equipment like photocopiers, faxes and franking machines dealing with post and emails and filing.
* Updating and maintaining PRO database e g scanning of passport, labor contracts, labor cards and visa details.
* Verify the scan documents are correct.
* Ensure documents are received, verified, processed, distributed and tracked in accordance with documents control procedures, approved distribution matrices and agreed time scales.
* Verify competence, relevance and accuracy data in documents.
* Maintain the status of periodic documents reviews of process and procedures.
* Organize for passport and/or labor cards to be given to staff if required.
* Contributes to team effort by accomplishing related results as needed.
* Maintains employee’s confidence and protects operations by keeping PRO Office information confidential.
* Fully accountable of PR funds reconciliation

**PROJECTS:**

* I have provided PRO services and Typing Services to companies like **Serco Limited, JBI Properties Services Company LLC, AXA Insurance Company.**
* Monitor all the documents and their progress and update their status as per in excel format.
* Updating HR team and PRO team regarding the progress of Applications status.

**PREVIOUS COMPANY EXPERIENCE.**

* Worked with **BEST TYPING SERVICES From 28 Dec. 2012 to 23 Dec 2013**

**Position:** Typist (Arabic & English Typing, Labor, immigration / Embassies forms)

**Brief Details of Duties Performed**

* Documentation, Processing and monitoring the status and follow – up of New joiners for Emirates ID card, Labor Contracts and residencies.
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**PROJECTS:**

* I have provided PRO services and Typing Services to Companies like **Kharfi National, Alpine Bau Deutshalnd, Samjin Industrial Co., Al Masaood Group, Hydong Development Co. Abu Dhabi, Gusan Construction Co. Ltd Abu Dhabi, Hawachon Plant Construction Emirates Co LLC.**
* I have completed around 2.5 Million AED. Transactions in This span of time and with a lot of ease and accurate working.
* Monitor all the documents and their progress and update their status as per in excel format.
* Updating HR team and PRO team regarding the progress of Applications status.

**Position:** PUBLIC RELATIONS OFFICER/ TYPIST

**Brief Details of Duties Performed**

* Open and direct distribution of incoming mail for human resources.
* Compose letters and memos as directed by the human resources.
* Monitors, orders and maintains office supplies inventory.
* Facilitate the human resources team communication through the effective use of conference calls, e-mails, HR team meetings and other communication means.
* Prepare human resources reports.
* Type correspondence, reports and other documents
* Maintain office files.
* Open and distribute the mail.
* Take minutes at meetings.
* Distribute minutes.

**Educational Qualification**

* Intermediate in Commerce from Pakistan
* S.S.L.C (Secondary Education from Pakistan)
* Diploma in MS Office ( MS Word, MS Excel Etc.)
* Diploma in Surveying from Pakistan

**Additional Qualification**

* MS-OFFICE, WINDOWS,
* TYPING **–** English & Arabic

(Computer application, Installation, formatting)

**Languages Knows**

Arabic (Reading, Writing &Speaking)

English (Reading, Writing & Speaking)

Urdu (Reading, Writing & Speaking)

**Personal Information**

Gender : Male

Nationality : Pakistan

Date of Birth : 01-11-1986

Place of Birth : Gujrat

Marital Status : Married

**UAE Driving License**

**Holder of UAE driving License for Light Vehicle.**

**Strengths**

* Optimistic and Friendly
* Dedicated and Sincere
* Responsible and Hardworking
* Quick to grasp to new ideas

**Thanks and Regards…**