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 **RESUME**

**ABDUL**

Dubai, UAE

**JOB OBJECTIVE**

Seeking a position to utilize my skills and abilities in the Resource management and Business development area that offers professional growth while being resourceful, innovative and flexible.



**Work Experience :-**

**Typist & Office Admin - May 2014 to Till Date**

Deira, Dubai.

**Job Responsibilities:-**

* Typing and arranging all the documents for the MOL residence visa,Emirates Id&OH
* Guidance for the issues related the ministry of labour, Dept. of immigration, Municipality etc.
* Controlling and handling all works for different government departments (Ministry of Interior, Ministry Of Labour, Dubai Economic Department, RTA, Dubai Municipality, Tasheel, RERA etc..)
* Handling company Trade License renewal and company Establishment Card etc.
* Control and follow up Of employees Work Permit, Resident Permit, Medical, National ID and its renewal.
* Handle Labour and Immigration Online system.
* Good Knowledge Of **New Uae Vision System,New Company Online System,New Family Visa Process,Counsulate Works Etc.**
* Cancel and Replace the work permit.
* Assist Family visa with proper documentation.
* Handling and Renewing Partner Visa.
* Attaining Quota Approval from Ministry of Labour with relevant documents.
* Renewal of Company Vehicle Insurance and Vehicles Licenses.
* Accompany the cancelled employee, release the passport from Airport and collect the document with exit stamp from Interior Departments in Airport.

 **Office Admin /Office Assistant- 2012 To 2014**

**Adith Traders LLC Dubai, UAE**

**Job Responsibilities:-**

* Checking e mail to the candidate and communicate and arrange to the interview
* Good knowledge of Dubai Ministry of labour,emigration,economic department,Occupational Health card,emirates id,Passport renewal,Counsulate Related Services etc.
* Cv modified and scrutinizing and communicate to the agency who they need
* Update the company website and add new job vacancy to the online sites
* Arranging MOL Approval and residence visa for all company's employees.
* Follow up with the visa and labor card expiry and renewal.
* Typing and arranging all the documents for the MOL residence visa,Emirates Id&OH
* Cheque deposit to the bank,and payment all utility bills to the company( Mobile,Landline,Dewa,etc.)
* Updating the system of company employees and clients of the recorded credit.
* Ability to adapt to changes - product or process.
* Strong ability to understand and gather customer (technical) requirements.
* Coordinates daily activities for a unit. Determines which information requires immediate attention of the executive, and delegates or refers other matters to various staff and departments. Attends meetings in the executive's absence.
* Coordinates office services.
* Supervises recruits and trains specialized and administrative support personnel and assigns, reviews and evaluates their work.

**Office Assistant -** 2009 to 2012

### [12th Reel FZ-LLC](https://www.google.ae/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=0CCcQFjAA&url=http%3A%2F%2Fdubaistudiocity.ae%2F12th-reel-fz-llc%2F&ei=5sknU8XzE9DQ7AbvwoDADg&usg=AFQjCNGBmyuBJx9uuOG9k2BY3dHco2hkDg&sig2=lPk0z81WVjIwXP33fRE_yw)

IMPZ, UAE

**Job Responsibilities:-**

* Assists in documentation for all departments
* Assists in shoot schedules
* Preparation of the shoot materials on time
* Helps to Check & Maintain the proper records of the materials goes out for shoot
* Helps in Indoor Studio Lighting for the shoot Serve the clients as per their request



 **Skills and Expertise Areas:-**

Good Knowledge Of **New Uae Vision System,New Company Online System,New Family Visa Process,Counsulate Works Etc.**

Great communication skills along with a cheerful disposition

Quick learner and ability to adapt to new environments and situations soon

Hardworking and dedicated

Have the ability to listen to the customer’s needs

** EDUCATION:-**

* Higher Secondary Board of Kerala (**Plus 2**)
* Secondary School Leaving Certificate (**SSLC**)
* Draughtsman Civil Engineering

**Computer Proficiencies:-**

* Proficiency in MS Word, MS Excel, MS Power point,autocad,Mep
* Internet, E-mail & Operating Systems - Windows & Mac.

**Language Known:-**

English, Hindi, Malayalam, Arabic

**Personal Details:-**

Date of Birth : 01 / 01 / 1988

Age : 27

Sex : Male

Nationality : Indian

Marital Status : Single

Visa status : Employment visa (Transferable at Any Time)

I hereby declare that the information provided above is true to the best of my knowledge.

**Date:**

 **ABDUL**

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**CV No: 1732104**

[Click to send CV No & get contact details of candidate](http://www.gulfjobseeker.com/feedback/submit_fb_em.php)

 