******Curriculum Vitae

***ANDREW***

[***ANDREW.309872@2freemail.com***](mailto:ANDREW.309872@2freemail.com)

***U.A.E DRIVERS LICENSE HOLDER***

***8 years’ experience as P.R.O and HR Officer***

***Professional Key Skills***

* Possess highly motivated, positive attitude towards life having effective communication skill with excellent relationship building, interpersonal and organizational skills with proven capability to establish new companies with all legal requirements, to manage all government relations and Business requirements.
* Experienced professional having diversified experience in UAE Rules and Regulations, Expertise in Government Relations.

***Experience Summary***

I am currently employed here in Dubai for the position of Public Relations Officer and I’m been doing it for over 8 years of professional experience in various domain such as handling wide range of duties as an Government Relation Officer (P.R.O) and Human Resource Management responsibilities. One of my duties is to understand and make it sure that our company will comply on UAE Labour law, also I am the one who responsible in execution for processing of New/Renewals/ Modifications/ Cancellation of Trade Licenses, Permits, all types of Visas, Labor applications, and Authentications of Legal documents. My main role are to  liaise and execute the processing required for all Government Department and managing  in the administrative aspects of interactions with government bodies such as (Ministry of Labor, Immigration (DNRD), Ministry of Foreign Affairs, Ministry of Justice, Ministry of Economics, Ministry of Finance, Department of Economic Development (DED), Chamber of Commerce, Dubai Court, Notary Public, Police Stations, Dubai Municipalities, Land Department, RTA, Foreign Embassy and Consulate to process all legal documents as per requirement.

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***Academic Credentials***

### Bachelor in Office Administrator : [Polytechnic University of the Philippines](https://www.google.ae/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=0CB0QFjAA&url=https%3A%2F%2Fwww.pup.edu.ph%2F&ei=unttVayXLszQ7AbisICYCg&usg=AFQjCNEtumRAczatK5s-Ejhrng59pZTchA&sig2=Q3domP0GTzlzrP2KMps9QQ&bvm=bv.94455598,d.ZGU)

***Technical Skills***

* Proficient in MS Office
* Online access on e-Government portals and Website for fast and accurate processing.

***Work Experience***

**Public Relations Officer “PRO” Executive Businessman Services (Group of Companies) cum HR Officer (January ‘2010 to Onwards)**

* Demonstrate strong competency in handling PRO and Administration of 9 companies with different activities, with almost 150 employees.
* Main point of contact for all Government Department and managing in the administrative aspects of interactions with government bodies such as (Ministry of Labor, Immigration (DNRD), Ministry of Foreign Affairs, Ministry of Justice, Ministry of Economics, Ministry of Finance, Department of Economic Development (DED), Chamber of Commerce, Dubai Court, Notary Public, Police Stations, Dubai Municipalities, Land Department, RTA, Foreign Embassy and Consulate to process all legal documents as per requirement.

* Implement effective and efficient visa process for the Company staff, Relative Sponsorship, Company Visit Visa, Student Visa, Temporary Visa, and Servant Visa also ensuring that all is covered by properly lawful documents to comply Government procedures.
* Handle and coordinate with all employee/visitors related requirements, such as issuing/renewal/cancellations/modification of Visas, Labor contracts, ID cards.
* Oversee and support all office activities to ensure the smooth functioning of the office process for all legal requirements such as Licenses, Permits, Health Insurance, Ejari, P.O Box and Renew and maintain all company’s leases in the UAE before its expiry, which includes offices, company apartments, etc. including its renewal, Modifications or cancellation.
* Work with Foreign Consulates/Embassies in UAE as required to obtain Business Visa, Visit Visa and tourist visa where necessary for company staff for their Business travel.
* Maintain and update data base of employees’ documents such as (Passports, Visa, Insurance policy certs, Labour contracts/Labour cards and Emirates ID to ensure that all will be timely renew before expiration date to avoid delays and Penalties.
* Well informed, keeping up to date with any changes or amendments to the prevailing law /rules/regulations, change in forms/formats and other procedures and keep the Human Resource Department well informed of such changes.
* Attend all Inquiries from employees and management in regards of UAE Law and PRO functions promptly and efficiently to enhance the level of department service
* Access Immigration Online portal (E-DNRD) for the typing of all immigration application for employees required by Immigration (DNRD).
* Access e-Government websites like DED, Immigration, Ministry of labor, RTA, RERA etc. for faster transaction.
* Sorting out solutions on unexpected problems causing delays on acquiring License, permits, visa, ID Cards, labor requirements and other Legal documents.
* Managing payrolls through online banking that is link to WPS.
* Monitoring leave and absences for proper remuneration of employee’s salary and end of service entitlement based on UAE law.

**HR Officer cum “PRO” SoundsME LLC**

**(April‘2008 to December’ 2009)**

* Talent sourcing, talent acquisition and talent management for end to end assisting in all requisitions, sourced candidates for various positions through diverse channels include job portals, Head Hunting, agencies, employee referrals, social-professional networking sites, Walk-ins.
* Communicating/corresponding with candidates on selection/rejection/on hold information and coordinating the joining process in close coordination with HRM.
* Designing & Conducting induction programs according to categories of new joiners.
* Ensuring personnel files are maintained and updated in an efficient manner
* Collect and provide periodical updates from the government authorities on all Labor and immigration rules to keep the HR department abreast of the changes in the rules and procedures;
* Submitting and ensuring all employment visas in processing, renewals, cancellations handled in accordance with UAE labor laws
* Managing of all types of applications and paperwork to the local government bodies, including but not limited to visit visas, employment or residence visas, car registrations, Trade License, labor permits, economic license, foreign license, etc.
* Managing tenancy contracts, various licenses, NOC and other legal letters and correspondence.
* Act as company representative for bank transactions, opening bank account for new employees, deposits, withdrawals, collections of cheques and delivery of invoices, as required.
* Management of miscellaneous company bills payments (DEWA, Telecommunication, Chiller,)

***Personal Information***

**Sex :** Male

**Nationality :** Filipino

**Marital Status :** Single

**Languages Known :** English

**Visa :** Residents Visa