**Mohammed**

[**Mohammed.316958@2freemail.com**](mailto:Mohammed.316958@2freemail.com)

**HR AND PUBLIC RELATIONS COORDINATOR**

A successful and result oriented Human Resources and Public Relations Professional with over 7 years of experience in handling HR and Public Relations for the organizational achievement. A team player delivering high standards of operations. Notable communicator with the Real to improve organizational development standard.

**AREAS OF EXPERTISE**

* Good experience in dealing with immigration, labour, Economic, Consulates, Embassies and other Govt. Department
* Expertise in issuance of visas such as  **U.S.A, UK, Schengen and other countries**
* **HR and Public Relations Coordinator**
* **English and Arabic Typing**
* **Holder of UAE driving license and familiar with UAE location**

#### EDUCATION

**Bachelor of Commerce - 2013**

University of Periyar, Tamilnadu, India

**Diploma in Hotel Management - 2007**

IEC Cochi, kerala, India

**Higher Secondary**

Kerala , India

**PROFESSIONAL EXPERIENCE**

**THE OFFICE OF H.H. THE CROWN PRINCE OF DUBAI**

Public Relations Coordinator – Director General Office. Sep 2014 – Jul 2016

**THE OFFICE OF HH THE CROWN PRINNCE OF DUBAI,**is governing office of **H.H. SHEIKH HAMDAN BIN MOHAMMED BIN RASHED ALMAKTOUM.** The office is located at Nad al Sheba-1, Dubai. The office is concentrating on national youth development. Its aims at bringing programs to promote national youth for social economic development This office also controlling its sister concerns such as Skydive, Inflight Dubai, Nas Sports, F technologies, Nad Al Sheba PVT Club etc..

***Responsibilities***

* Handle all the documentation for the issuance, renewal, cancellation of visas and work permit and health card of employees.
* Handle all the documentation for the issuance of visas such as, **U.S.A, UK, Canada, Schengen and other countries.**
* Handle all Necessary procedure of escorting crews of His Highness such as Visas, ticketing and Hotel Booking.
* Perform the general duties related with Embassies, consulates, other Government departments and private organization including sister concern.
* Coordinate with DG offices for status up to dates, continuity and work developments for establishing the goal in timely manner.
* Submit and reconcile expense report to the internal accounts department.

**RED PEPPER GROUP. DUBAI - UAE**

PR and HR Coordinator. Dec 2008 – Sep 2013

**Red Pepper group** is one of the reputed food stuff trading and restaurant chains with operations all over the UAE. With major operations in Dubai and Sharjah, the group offers finest catering service in the UAE.

***Responsibilities***

* Coordinates the employment function within Human Resources and Public Relations.
* Coordinate with HR Manager to recruit for current vacancies for assigned jobs; assists in the preparation of the position announcements of vacancies.
* Evaluates, screens, and interviews applicant for current vacancies.
* Handle all the documentation for the issuance, renewal, cancelation of visas and work permit and health card of employees.
* Issuance of new and renewal of trade license and lease contract.
* Coordinate with the Main HR Office for the processing of the documents required for the newly hired employees.
* Maintains and updates files on employee records, legal documents and other personnel matters, efficiently and confidentially
* Assists in development of personnel policies and procedures.
* Assist in development of new programs and services related to Human Resources.
* Assist the HR Manager in implementing changes to effect continual improvement in services provided and complies with regulatory and legal requirements.
* Handle all the documentation for the application, issuance, renewal and cancellation of visas, work permits and health card of the employee.
* Handle other areas of Government sector for effective and smooth running of business. (Dubai Municipality, R.T.A, Economic Dept., Dewa, Etisalat, Police, Court, Emirates Post. Etc.).
* Provide Organizational orientation for new employee.

**AL BAWAREH RESTAURANT AND KITCHEN**

Restaurant Supervisor and Purchasing Officer. Nov 2007 – Dec 2008

**Al Bawareh Restaurant and Kitchen** is one of the reputed restaurants in Dubai. The restaurant offer Traditional Arabic food and Finest Catering service in UAE.

***Responsibilities***,

* Supervise and coordinate activities of workers engaged in customer service activities.
* Communicate with other departments and management to resolve problems and expedite work.
* Assisting the team by performing the tasks with them.
* Organize and manage party events along with catering needs as per the request of customers.
* Resolve product or service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem; expediting correction or adjustment; following up to ensure resolution.
* Supervise all audit activity and evaluate all purchase orders and payment performance and assist to eliminate any discrepancy in same and prepare all contract terms and condition.
* Manage all supplier contacts and assist to administer best pricing strategies for all purchase materials and suppliers and analyze all new issue sin material and recommended strategies to improve quality and manage inventory levels for all product.
* Evaluate all quotes and coordinate with vendor to provide required component bids analyze all vendor performance to improve all purchasing process.
* Make recommendations to management concerning staff and improvement to procedures.
* Reported business performance to the Business Manager on a weekly basis, monitoring delivery management and quality control.

#### IT SKILLS

WINDOWS MS OFFICE