

 **YAHYA**

**YAHYA.319379@2freemail.com**

**PERSONAL SUMMARY:**

A highly competent, motivated and enthusiastic and self-confidence, public relation specialist with experience of 20years in public relation field in UAE.

Born and grow up and studied in GCC countries, with full Arabic and local cultures back ground , bilingual who can speaks five Different language and speaks Arabic as mother tongue, can deal with different ethnics group and multinationals staff.

Currently looking for a suitable position with a leading reputable company, or group of companies as Senior Public Relation Officer.

**PROFESSIONAL EXPERIENCE:**

* **SHARAF TRAVEL & TOURISM GROUP**

 **2013 -2016**

 **PUBLIC RELATION MANAGER**

(number of subordinates: **6 visa clerk & two Pro**)

(Number of locations: 6 Dubai branches & Sharjah)

**DUTIES**

Lead and managed over all PR department (internal & external) activities reporting to HR manager.

Managed and sign off all budgetary expenditures & returns.

Prepare covering letters and memos to all government authorities.

Follow up legal matters and solving issues.

Review of final and end of services benefits.

Prepare monthly and annually report for all types of visas (visits, tourist, and employments).

Created Database system for PR department services (visitors, employees, licenses, and legal)

* **SHARAF TRAVEL & TOURISM GROUP**

**2007 to 2013**

 **SENIOR PUBLIC RELATION OFFICER**

 (Number of subordinates: **4 visa clerk & 1-local, Pro**)

(Number of locations**: 6 Dubai branches & Sharjah)**

**DUTIES**

Responsible over all PR department internal and external activities.

Managed and direct all PR department function and duties.

Handled l outdoor activities with government's authorities with assistance of local PRO.

Completing all necessary approvals with Immigration, labour, Free Zone, DTCM

 DED, Dubai Commerce, Courts, Police, Hospitals, Airports, and all other authorities.

Worked closely with senior Management.

* **SHARAF GROUP (shipping, logistics, retails, electronics, general trading)**

**1996-2007**

**PUBLIC RELATION OFFICER**

**Duties**

Responsible of all residency visa work with immigration

Responsible of all Trade license work new and renewal

Handled all labour department transaction

Worked closely with legal department and handled legal issues.

Handled all legal issues with different legal departments in government authorities.

**SKILLS:**

Excellent communicator with good interpersonal skills, as well as the ability to write well and translate complex issues into simple language that people who are not experts can understand.

Good organization, prioritization, and time management skills.

Demonstrated ability to work independently, as well as with a team.

Team player who can work with people from a broad range of backgrounds and experience.

Ability to think critically and act strategically.

**EDUCATION:**

Higher secondary certificate **from Dubai Education zone (Arabic- Government).**

Computer literature.

High skills in typing (speed) both Arabic and English.

Attendance of training workshop in different business subject, Managements, HR, Administration, leadership, Safety and Environments, Isso901, Health and Safety.

**LANGUAGES:**

**Arabic** as mother tongue ( Fluent in writing reading and speaking)

**English** (fluent speaking, writing and reading)

**Persian** (fluent speaking, reading)

**Urdu** (fluent speaking, reading)

**Baluchi** (original mother tongue)

**DRIVING LICENSE, CAR AND VISA:**

Holding of valid UAE driving license.

Having own car

Transferable visa.

