**CAREER OBJECTIVE:**

**YOONUS**

****

**Email:**

**yoonus.321854@2freemaill.com**

**PERSONAL DATA:**

Nationality: Indian

Date of Birth: 27-06-1984

Place of Birth: Kerala

Gender: Male

Status: Married

Languages Known:

English, Arabic, & Hindi

Malayalam

Visa Status: Employment

To seek career in any position, where I can utilize my skills to the benefit of the organization and prove myself as a valuable member, who contribute to thegrowth and enhancement of the company.

 **Educational Attainment: Bachelor of Arts Major in**

 **Arabic Literature**

 **University in Calicut**

 **Diploma in Language and Literature**

 **Government of Kerala**

 **Work Experiences:**

 **Consultant/*Typist/PRO***November 22, 2013- presentAl ShamelBusiness **Al Shamel Businessmen Services, DUBAI**

***Consultant***

* Ministry of Labour Works - Quota, New Work Permit, Labour Card, Labour Contract, Bank Guarantee, Renewal of Labour Card, Cancellation of Labour Card, WPS and etc.
* General Directorate of Residency and Foreign Affairs Dubai Works – Entry/Permit (Employment/Family Sponsored Visa) Inside or Outside UAE,
* Employment/Family Sponsored Visa Stamp, Change Status, ChangeSponsor, Housemaid Visa, Visa Cancellation, Change Sponsor, Changeprofession, Renewal visa, Change Visa into New Passport, Company orPersonal Visit visa (30 Days, 90 Days or Multiple Entry), Tourist Visa 14days, 30 days or 90 days and etc.
* Dubai Economic Department (DED) - New Trade Name Registration, NewTrade Name Approval Certificate, Add/Remove Activity, Add/RemovePartner, Trade License Renewal and etc.
* Emirates ID Authority - Company, Family Sponsored and GCC Emirates ID
* Dubai Health Authority - Medical (Normal/Urgent 48 hrs/Urgent 24 hrs/VIP)and Occupational Health Card (OHC)

 ***Typist cum Assistant PRO***

 **Duties and Responsibilities:**

* Does all the typing for the immigration department works
* Does all the typing for labor ministry works
* Types documents for Economic Department and Chamber of Commerce
* Types all information and details to portal for Emirates ID, Medical, Occupational Health Card, Labor Ministry
* Updates visa records, issue dates and expiration dates

**Interest:**

* Teaching Arabic language
* Typing Arabic and English
* PRO Assistant
* Sales and Marketing
* Consultancy for PRO Services

**Hobbies/Past time:**

* Playing Cricket
* Reading
* Net Surfing

  **References:**

Available upon request

s

* All types of PRO Services

 ***Typist***  October 2010-October 2013**Saara Businessmen**

 Services, DUBAI

 **Duties and Responsibilities:**

* Does all the typing for the immigration department works
* Does all the typing for labor ministry works
* Types documents for Economic Department and Chamber of Commerce
* Types all information and details to portal for Emirates ID,

Medical, Occupational Health Card, Labor Ministry

* Updates visa records, issue dates and expiration dates
* All Types of PRO Services

 I hereby certify that the information stated above is true and correct to the best of my knowledge and belief.

 **YOONUS**