**Objective**

Ali

Abu Dhabi, U. A. E.

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E-mail: ali.324623@2freemail.com

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**Personal Information:**

Date of Birth : 05th May 1977

Marital Status : Married

Nationality : Indian

Languages : English, Arabic, Hindi, Malayalam

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**Passport Details**

Expiry Date : 27th July 2023

Expiry Visa : 04/08/2017

A graduate in Arabic with 12 years' work experience, who is keen to find a position in Administrational, Secretarial, Clerical field which provide potential progress with self-satisfaction. An outgoing candidate with strong and effective organizational and communication skill. Good team player with ability of using own initiative to achieve Company objectives. Excellent Computer skill, Versatile and learns new tasks/skill quickly. Able to work on own initiative or as part of a team and can deal with administrative duties completely.

**Experience**

* **Nest Employment Services Co. LLC**., Abu Dhabi,

Working as Assistant Admin, Arabic & English Typist Liaisoning with the PRO department for all the work related to the Arabic Typing, well versed in UAE Labour & Emigration procedures related to the visa, labour card, new, renewal and cancellation, CNA pass application typing, etc. Well versed in Labour and Emigration portals for applying new visa, visa renewal and visa cancellationfrom 2012 till date

* **Control & Applications Emirates** WLL, Abu Dhabi,
* Worked as HR & Administration Assistant from 2008 till Dec 2012. Liaisoning with the PRO department for all the work related to the Arabic Typing, well versed in UAE Labour & Emigration procedures related to the visa, labour card, new, renewal and cancellation, CNA pass application typing, etc. Well versed in Labour and Emigration portals for applying new visa, visa renewal and visa cancellation
* **Abu Dhabi National Hotels, a multinational Hotel** administration and well-known Catering Company**.**

Worked during 2006 till 2008 as Administrative assistant in Human Resources department, involving Visa processing, security pass applications and dealing with the client companies to whom the Company supplied the manpower.

* **Abu Ayisha Typing Center, Abu Dhabi**

Worked as typist involving all routine jobs of a typing center. Photocopying, printing binding and deal with Ministry of Labor department from 2003 for a period of 3 years.

**Education**

**Core Competencies**

* Manage overall requirement of the department
* Arrange Permanent and temporary Security Pass for different fields
* Record keeping; personnel records, office correspondences, training records.
* Process the visa application through e-visa
* Job specific tasks
* Manage e-currency for payment and deal with bank for e-currency for consumed amount.
* Keep update of information systems
* Routine Correspondences
* Greet and meet the visitors
* Attending Phone

MFS Arabic Studies Degree from Markaz University, Kerala, India

Secondary School Certificate from Board of Secondary Education Govt. of Kerala

**Additional Skills**

* A well-versed in Microsoft Windows environment, good skill in MS office Applications (Word and Excel) Arabic and English
* Having Good typing speed in English and Arabic (50 wpm)
* Good knowledge of Ministry of Labor and Human resources online application processing for visa and Company required modules
* Well experienced in dealing with CINA and other security department to obtain security pass and required passes for Company sponsored employees to work for various clients.
* Giving orientation for the new comers, arrange required training and meet concerned ministry requirement.

**Responsibilities and Achievements**

* Typing and preparing documents for local authorities like Immigration Department, Ministry of Labor, Emirates ID, Municipality and Chamber of Commerce, Oil field (Security Passes).
* Submitting documents to ministry portal for online approvals.
* All works related with Tasheel and Infinity Services. (Typing, preparing, submitting the applications, prepare the batches of applications)
* Handling incoming telephone calls, fax and correspondences to the senior staff of the department.
* A Proper documentation for quick and tidy operations.

References available upon request

Visa Status: Employment Visa under the sponsorship of NEST Co. L.L.C.