

Contact HR Consultant for CV No: 330875

E-mail: [response@gulfjobseekers.com](mailto:response@gulfjobseekers.com)

Website: <http://www.gulfjobseeker.com/employer/cvdatabasepaid.php>

**CAREER OBJECTIVE**:

Objective : Seeking any suitable job in your company taking into consideration my previous Experience and nature of work, given an opportunity. I should be in a position to learn new skills and advance my career. Highly Self-motivated Committed and Versatile individual with an excellent career to deal in

**Public Relation Officer** Used to work under pressure to meet deadlines and able to respond quickly in fast changing environment. Possess strong Leadership skills which develops and inspire others. To work for a company that would further enchance my skill and knowledge in sales through competitive world and be a working body for its success to look for a growth oriented career and competitive company in order to impart my knowledge, enhance my skills and offers opportunities for professional development.

Qualification

Summary: To find a challenging position to meet my competencies, capabilities, skills and experience. I have proven experience and contacts within UAE government departments, ability to multitask and priorities' issues to be resolved, excellent communication and good understanding of UAE labour laws with regards to visas, labour cards, and bans etc. also very good experience in various departments. Also very good experience in office management as office coordinater. Extremely strong background in all aspects of including employee / customer relations Strong background in office management as well Management as strong vendor relations, negotiation and coordination skills.

# **Experience**

Organisation : **Aswan Group**

Designation : Public Relation Officer/Purchaser

Duration : Sept. 2012 to Present.

The Company:

***Aswan Group*** is having Construction, Education (Nursery and Child Enrichment Centre), Real estate and Developers

Job Profile:

* Issuance of New work permits, entry permits, Labour contracts, Labour cards & Visa stamping.
* Renewal of Labour Cards / Labour contracts & Visa stamping.
* Cancellation of Employment/residence visas of company’s resigned staff & their families.
* Obtain permission from Ministry of social affairs for opening new nursery and renewal of Nursery licence.
* Renewal/New of Trade licenses, Chamber, Contracts (Ejari) and immigration &Labour computer cards.
* Procedure of Emirates ID Cards & preparation of Medicals & other documents.
* Ensure all visa, medical, OHC and labour permits are up to date and arrange timely renewal.
* Ensure the renewal is one month before expiration of documents by tracking them through the alerts I receive from the system
* Obtain visas from other Embassies in UAE for staff members for their business travel.
* Professionally handle and analyse confidential information.
* Collect and provide periodical updates from the Government's authorities on all Labour's and immigration rules to keep the HR department abreast of the changes in the rules and procedures.
* Arrange processing attestation of employee qualifications as required.
* Accompany the employee to the airport as they exit the country for the submission of passport and collection of exit stamp.
* Processing applications payment of company bills to DEWA and SEWA. Etisalat and other Depts.
* Assist departments in resolving any issues related to company vehicle registration and renewals to ensure that PRO services are provided as and when it is required.
* All Banking activities I handled like Depositing Cash, Cheque, Opening Bank Accounts for Companies, New Employees, and Preparing & arranging all necessary Documents & Co-coordinating with the Accounts Department for above mentioned Bank Jobs.
* Collections and submittal of documents / data’s from all the government dept., private offices and Free zone authorities.
* Execution and monitoring of all regular purchasing duties.
* Coordinate with suppliers to ensure on-time delivery.
* Monitor and co-ordinate deliveries of items between suppliers to ensure that all items are delivered to site/store on time.

**Experience**

Organisation : **Emirates Neon Group L.L.C, Abu Dhabi/Dubai/Sharjah**

Designation : Office Coordinator/Public Relation Officer

Duration : Dec. 2002 to Jan. 2012

The Company:

***Emirates Neon Group L.L.C*** is one of the Premier International Signage, Advertising & Media Company in UAE having branches in Bahrain / China / Egypt / Kuwait / Oman and Kenya.

Job Profile

* Liaison with Government Departments – Municipalities/RTA/DED/ DEWA / SEWA / ADDC/Etisalat and Free zones Authorities etc. for the permission for outdoor signboard locations, shops and Malls signboard design permission, crane / parking / night work permissions for installations.
* Discussion, negotiation and follow-up with building landlords for new lease and renewal of lease agreements.
* Proposing new sites and Survey of locations for new advertisement signboards
* Collections and submittal of documents / data’s from all the government dept, private offices and Free zone authorities.
* Liaised with ADDC, SEWA, Etisalat and DEWA regarding financial transactions.
* Liaised with government offices for approval of necessary documents related to renewal of Trade license, Chamber, Ejari, company vehicle registration, taking new and renewal of employ’s Labour cards and visas from Labour Dept. and immigration, employees medicals and embassy’s visas from various embassies.
* All Banking activities I handled like Depositing Cash, Cheque, Opening Bank Accounts for Companies, New Employees, and Preparing & arranging all necessary Documents & Co-coordinating with the Accounts Department for above mentioned Bank Jobs.

Organisation : **M/s. Prime Tower Hotel, Sharjah**

Designation : Receptionist

Duration : Aug 1994 to Oct 2001

Job Profile:

* Welcoming guests to the hotel in a polite, friendly and helpful manner.
* Dealing with late arrivals and assisting with early check-outs.
* Check out departing guests using the hotel’s accounting system.
* Taking payment from guests in the form of cash or credit cards.
* Answering telephone inquiries promptly & professionally & transferring calls on.
* Being a point of contact for guests should they have any queries
* Arranging for brief tours of the hotels rooms and facilities.
* Operating switchboard and directing calls appropriately.
* Dealing with and resolving customer complaints.
* Completing the night auditing procedures with accuracy and attention to detail.
* Provide information and literature about the hotel in person and via telephone.

**U.A.E Driving License Details**

# Have more than 16 years’ Driving experience in UAE. Hold a valid UAE D/L for Light Motor Vehicle.

# **Educational Qualification**

* Academic: Pre-Degree from Calicut University, Kerala, India.
* Technical: ITI Certificate in Automobile Engineering from Kerala.

**Additional Qualification**

M.S. Office (Word, Excel, PowerPoint) Internet, E-mail etc.

**Special Strengths**

Hard Working, Honest & Sincere, Good Communication Skills, Good Grasping and Analytical ability. Maintaining time Management, Well-organized, reliable and highly motivated. Friendly, pleasing mannered and can get along with people well and can work under pressure and meet deadlines.

##### Languages Known : English, Hindi, Arabic, Tamil and Malayalam.