

**MOHAMED**

**MOHAMED.331105@2freemail.com**

**Valid UAE Driving license**

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***Public Relations & Administration Officer*** with more than **16 years** of rich **UAE** **experience** including but not limited;

* In depth knowledge of updated **UAE Labor Law** and regulations.
* Formation and renewal of local and free zone companies (Professional and Commercial) and related works in Department of Economic Development, Trakhees, Free Zone and Land Department.
* Handling labor cases in Courts.
* All works in General Directorate of Residency & Foreign Affairs (EDNRD)
* All works related to Ministry of Labor.
* All works of Company and Project related permissions from all municipalities.
* Approvals from Civil Defense.
* All works in Tasheel, Society of Engineers, Department of Health Authority, Emirates Identity Authority, Roads and Transport Authority, Customs Department.
* Handling the entire administration for **300+ employees** and **8 companies** located across **7 emirates**.
* In house Arabic and English typing.
* Well versed in HRMS ERP and MS Office Suite.

**Work Experience:**

* ***NAGA Architects, Designers & Planners, Dubai***

Public Relations Officer & Administration Supervisor

*May 2005 – Present*

* ***Al Difaf Construction, Sharjah***

Public Relations Officer & Office Administrator

*April 2000 – April 2005*

* **Quality Chem, Cairo**

Administration Supervisor

*October 1999 – March 2000*

**Work Responsibilities as PRO:**

* Handling all license related issues for more than **8 companies**.
* Successfully managed and handled issues from joining to separation for employee strength of **300+** **employees**.
* Advising the HR Manager on issues related to **end of service**.
* Advice the management on all aspects related to formation of partnerships and companies.
* Apply for new company licenses and complete all the formalities including, typing of partner agreements, Power of Attorneys, notary and ministry attestations.
* Renewal of company (Professional and Commercial) Licenses.
* Initiate, process, type and complete all kinds of employment contracts, employment and dependent visas, labor contracts (new and renewal) and other employee transactions related to immigration and / or labor departments, via online portals and over the counter.
* Keeping up to date knowledge of all changes and amendments in the prevailing laws / rules / regulations, changes in forms / formats and other procedures and keep the HR Department informed of such changes.
* Keep the employees well informed about their medical screening and bio-metrics collection appointments, visa processing timelines, and respond to all their queries.
* Keep accurate records and copies of associates’ passport, visa and labor card.
* Organize visas for holiday and business related travel for managers as required.

**Work Responsibilities as Administration Supervisor:**

* Handling the administration of all offices across 7 emirates.
* Leasing offices in all emirates.
* Negotiating all kinds of service and maintenance contracts.
* Purchasing all major assets for the offices including furniture, cars and electronic items.
* Managing a fleet of 40 cars. Complete range of activities from purchase to selling of the cars including registrations, Salik, accident repairs and recoveries, handling insurance servicing and court cases.
* Handling all Export and Import of goods in Customs Departments.
* Act as company representative for all bank transactions, deposits and withdrawals.
* Handling foreign clients coming in UAE on official visits. Making and arranging Hotel accommodations, airport pick up and drops, arranging their visa.
* Trained on ISO 9001, 14001 and 18001.

**Skills:**

* Highly flexible in working extra hours.
* Excellent Arabic and English communication skills.
* Strong customer service and people skills.
* Excellent problem solving and troubleshooting skills.

**Educational Qualifications:**

* Diploma in Industrial Technology – Zagazig University, Egypt

*October 1999*

**Personal Information:**

Date of Birth : 6th March 1980

Marital Status : Married with 4 children

Nationality : Egyptian

Languages : Arabic (mother tongue), and English

Driving License : UAE Valid till 2020 and Egypt.

***References available on request.***