

**Safeer**

**Safeer.332250@2freemail.com**

**Public Relation Officer& HR Coordinator**

Experienced **Public Relation Officer& HR Coordinator** seeking suitable position in your esteemed organization. Where I can utilized my ability develop through my education and experience

**Summary:-**

Highly-motivated, personable Public Relations Professional with HR Coordinator over 5 years experience in Construction firm. Efficient communicator with exceptional time management, problem-solving, and analytical skills. Flexible and adaptable to changing priorities

**Education:-**

HSE, (Kerala Higher Secondary Board) SSLC (Board of School)

**Professional Experience:-**

* **Document Controller**

**Adarsh Developers Construction. Vittal Mallya Road, Bangalore, August 2015 - October 2016**

* Ensures copies are distributed to all relevant personnel on time as indicated/ advised
* Maintained a soft copy of file index for easy reference
* Document distribution and retention
* Archived soft copies and backups
* Customer service – issue hard copy and electronic copy of document on user request
* Manage all Technical Documents (Drawing, Specification, Inspection Reports, Vendor Documents etc..,)
* Maintaining up t date Drawing/Document registers
* Issuing and distributing controlled copies of information
* **Public Relation Officer & HR Coordinator**

**Horeitia Global W.L.L (Group), Doha- Qatar, July 2011 - January 2015**

* Developed and organized meetings, workshops, ceremonies and other events
* Keep abreast with new labor laws & regulations.
* Responsible for planning, developing and implementing Public Relation strategies
* Arrange for new visas and entry permits for new hires.
* Process all immigration related applications to company staff and their families
including issuance
* Renewal of residence permits for all staff and their dependents and the company’s
business visitors
* Arrange for labor clearance for all expatriate employees
* Ensure and maintain proper records regarding employees’ official documents and
submit reminders to employees whenever documents require renewal
* Accompany new hires for finger printing and medical examinations processes
* **Public Relation Officer**

**Royal Constructions, Mumbai - India, April 2009 - May 2011**

* Ensure and maintain proper records of employees.
* Accompany new hires for finger printing and medical examinations processes.  Process all immigration related applications.
* Follow safe work practices and adhere to company guidelines and policies for
planning and executing work in a safe manner
* Keep abreast with new labor laws & regulations.
* Renewing Trade license, CR & Computer ID.
* Issuing & Renewal of Health Certificates through Health Department

**Computer Skills**:-

Windows, PowerPoint, Word, Excel, Adobe Photoshop, 3D Maya+

**Language Skills:-**

English, Hindi and Malayalam (Spoken, Writing and Reading)

**Personal Information:-**

Date of Birth : 02-03-1987

Sex : Male

Nationality : Indian

Marital Status : Married

**STRENGTHS**

* Hard working.
* Quick to grasp new ideas and concepts. Adaptability.
* Co-operative and friendly.

**DECLERATION:**

I hereby declare that all the statements made in this curriculum vitae are true, and correct to the best of my knowledge and belief.