

**ZEIN**

**ZEIN.335982@2freemail.com**

**CAREER OBJECTIVE**

To obtain a suitable position with dynamic organization which would enable me to make the optimum use of my professional and personal skills and help achieving organizational goals with opportunities for professional growth.

WORK EXPERIENCE

**Salmon Farm LLC United Techno Graphics Signature Snacks LLC, Dubai**  Jan 2015 - Present

**PUBLIC RELATION OFFICER**

* Submit and ensure the processing of all types of applications and paperwork to the local government bodies, including but not limited to visit visas, employment or residence visas, car registrations, Trade License, labor permits, export license, economic license, foreign license, etc.
* Proactively manage the timely renewal of all Employment Visas and Labor Permits.
* Assist employees in renewing visas for their immediate dependents.
* Assist all GM sponsored staff and their dependents in the medical check process.
* Send employees a notification on documentation required prior to their visa/labor card expiring.
* Manage the visa checklist as when the rules on visa/labor changes.
* Assist the company and the employees with visa arrangements in Embassies.
* Maintain database of all passports and residence visas by scanning all documents and directly updating the database when details change.
* Renew all company related licenses prior to their expiry date.
* Send out notifications on documentation required to renew trade licenses and complete surveys, etc. required by the government bodies at the time of license renewals.
* Submit detailed reports related to visa expenses to the finance department.
* Submit required documentation to the banks and process bank transactions as advised by the Regional Finance Manager.
* Assist in company errands when required to.

**Color Palette Printing Press LLC, DUBAI** Jan 2012 - Sep 2014 **PUBLIC RELATION OFFICER**

* Assist in all general inquiries concerning labor and immigration matters
* Assisting client and dealing some enquiry.
* Arrange visa (work permit, husband sponsored visa, visit visa etc.) for expatriates and their family.
* Schedule staff’s visa, medical, and coordinating with other internal and external departments
* Collect all appropriate documentation necessary for visa and permits required to be processed.
* Organize visas for holiday and business related travel for managers as required.
* Responding to staff queries on Visa/ Labor/ Passport related matters.
* Ensure all visas, medical and labor permits are up to date and arrange timely renewal.
* Assist in all general inquiries concerning labor and immigration matters.

**CMYK Print solution FZCO, Sharjah**  June 2009 - Dec 2012

**PUBLIC RELATION OFFICER (PRO Sales)**

* Organize periodic renewal of Licenses
* Submission of correct documentation to the Ministry Of Labor for visa applications
* Submission of correct documentation to obtain licenses and efficient collection of Licenses
* Take, submit & collect all necessary documentation in order to organize all Employee official paperwork
* Arrange medical tests, passports, memos, promotional draws and fine resolution.
* Represent the Company at locations such as the Police Station, Airport, Hotels, Embassies
* Accompany the employee as they exit the country

**VIOLIA GROUP (FRANCE), Abu Dhabi UAE**  Aug 2007 – June 2009 **PUBLIC RELATION OFFICER (PRO)**

* Arrange visa (work permit, husband sponsored visa, visit visa etc.) for expatriates and their family.
* Schedule staff’s visa, medical, coordinating with other internal and external departments.
* Collect all appropriate documentation necessary for visa and permits required to be processed.
* Organize visas for holiday and business related travel for managers as required.
* Responding to staff queries on Visa/ Labor/ Passport related matters.
* Ensure all visas, medical and labor permits are up to date and arrange timely renewal.
* Assist in all general inquiries concerning labor and immigration matters.
* Will provide admin support as needed.

**EDUCATION**

1998 - 2001 Institute of Industrial lathing and settlement, Syria

1995 – 1998 High School Baccalaureates in Industry, Syria

**LANGUAGES**

  **Arabic** (Native) – Fluent in all skills

**English** – Fluent (reading, speaking)

**COMPLETED COURSES**

Hotel Computing Systems & Applications, Written Managerial Communication, Oral Managerial Communication, The Global Hotel Industry, Hotel Operations, Hotel Development & Planning, Business & Hospitality Law, Resort Development, Tourism, Channels of Distribution in Tourism, International Industrial Relations, Organizational Behavior, Multiculturalism in the Hospitality Industry, Airline Foodservice Management, Airline Basic Guidelines, Security & Dangerous Goods, First Aid, Grooming.

**TRAINING**

* Hyatt on Skills (Train the trainers)
* Time and Task management
* Service Recovery
* Coaching Skills
* Balanced approach to managing

**COMPUTER KNOWLEDGE**

MS Word for Windows, MS Excel, MS PowerPoint, MS Publisher, LOTUS cc:Mail for Windows,

E-mail, Reserve, Hyatt’s Hyadvantage, MAXIAL, Opera, FCS, Alcatel Switch Board.

 **PERSONAL ATTRIBUTES**

• Interpersonal skills highly motivated & committed to perform with highest quality & Standards.

• Organized and focused on tasks to be completed and tenacious at follow-up

• Extensive knowledge of Front Desk, Hyatt Airport Counter & Communication center operation.

• Good communication skill

• Self-starter

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| Nationality: | Syrian |  |  |
| Date of birth: | 26th Jul, 1980 |  Country of residence: | UAE |
| Marital status: | Single |  Visa status: | Employment  |
| Gender: | Male |  UAE Driving License + Car: | Available  |

**PERSONAL INFORMATION**