

**Curriculum Vitae**

**APPPLIED POST: PUBLIC RELATIONS OFFICER / ASSIST PRO / VISA CORDINATOR WITH TYPING SKILL**

**SHABEER**

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**Date of Birth 21/09/1983**

**Nationality Indian**

**Summary**

**Well qualified and accomplished candidate in PRO carrier with Arabic Knowledge with06+ years of experience inUAE. Conversant with local regulations and procedures pertinent to all aspects of UAE GOVT DEPTS.**

**Possess strong communication, analytical, organizing, coordination, problem solving, decision making, and leadership skills.**

**Skills**

* Processing of all types of visas ;
* Issuing Work Permits ;
* Sponsorship Cancellation ;
* Issuing Bank Guarantee ;Reporting for absconding ; Company Establishment ,Tenancy , Trade License Renewal ;
* All transaction of Traffic Department , Renewal of Labor card & contracts ,
* Tracking the residency , EID , Passport expiry and processing for renewal ,
* Coordinating with recruitment team and arranging the travel schedule and airport pick up with welfare department
* Preparing the all financial report related to PRO to Financial Dept.

**Highly Experience including typing the following systems of UAE GOVT DEPTS:-**

Thasheel Services (MOL),e-Netwasel Services (MOL),e-Mol (MOL),DNRD(MOI),Vision Portal(EDNRD),DED Portal, EIDA,EJARI (RERA) & DOHMS.

Computer literate (Proficient in Arabic &English Typing Word, Excel), Internet Surfing.

***Job Profile:***

* ***Khalid Abdul Rahim PRO Service Center ,Dubai***

***(2008 January -2012 December)***

***Designation: PUBLIC RELATIONS OFFICER / VISA TYPIST***

* ***Organization :Delta Emirates Engineering LLC ,Dubai***

***(Company Size: 3800)***

***(Since 2013 January).***

***Designation: PUBLIC RELATIONS OFFICER***

**Duties &Responsibilities**:-

* Register the new and renewal of the trade license inthe DED.
* Follow up with the newly appointed staffs and collect the visa process documents from them ,
* Co-ordinate with Recruitment agencies / Welfare management Department in order to process the newly recruited employees visa processing and deployment process,
* Apply andprocess all new, renewal, cancellation and amendment requests in Immigration andLaborDepts.
* Process and schedule the Medical Test, Health Care, Health Insurance,
* Identify and process the Renewals of Residence visa / Labor cards / Passports,
* Handle the cases of Resignation and Termination. And assure that visa cancelled staff / labor exists the country within one month from the date of cancellation,
* In charge / Handle completely the Emirates ID Card issues with all the company employees,
* Handling / monitoring passports of the all site employees / safe locker system,
* Handle with police / RTA / Municipality / DEWA works / EIDA/CIVIL DEFENCE /bank related works,
* Provide assistance to employees to apply, renew or cancel their dependent visas and emirates id’s ,
* Arrange visas for business related travel for employees as required
* Maintain petty cash for PR activities and work closely with accounts department to settle advances in a timely manner
* Work closely with PR Manager to resolve any problems faced with companies employment file and/or visas ,
* Collect and provide periodical updates from the government authorities on all Labor and Immigration rules and to keep the HR department updated from time to time on relevant changes in the rules and procedures in the UAE
* Liaise with relevant labor and immigration authorities to resolve any issues related to labor bans, absconding cases and blocked files
* Arrange the Arabic /English letters for employees
* Liaise with agents to obtain for mission visas ,
* Resolve any issues with visa and labor cancelations for employees that are outside the country ,
* Ensure that company complies with WPS rules and regulations to avoid any blocks from WPS and keep HR department updated on relevant changes in WPS regulations.
* Liaise with relevant labor authorities to resolve any issues related to WPS
* Work closely with Legal department to renew, update and maintain the trade licenses, commercial registration and other government certificates as required in the UAE. This may include liaison with Ministry of Foreign Affairs, Ministry of Economy, Land Department, Economic Department, Municipality, RERA, Court administrative authorities including Notaries in the entire UAE (in particular Dubai, Abu Dhabi, Fujairah, Sharjah) and Free Zones
* Assist legal department in setting up new entities and local establishments in UAE as required
* Arrange legal translations of documents such as letter of authorization, power of attorney, constitutional documents or any other letters for various purposes as required.
* Assist with any issues related to company vehicle registration and renewal.

**Work Experienced Departments:-**

* Ministry of Labor
* Directorate of Residency and Foreign Affairs Department
* Thasheel
* Emirates Identity Authority (EIDA)
* Dubai Health Authority (DHA).
* Economic Department
* Municipality ,DEWA ,ETISALAT
* RTA
* CIVIL DEFENCE
* Courts

**Educational qualification:**

* Higher secondary completed, Kerala Board.
* BA (Calicut University), Kerala, India.

**Computer Skills:**

* ERP System – Contakt Sof –Oracle 10g
* Typing -Arabic and English
* Internet Browsing
* Microsoft Word, Excel.

**Languages:**

* English,Arabic,Urdu &Hindi

**Passport Details:**

* Date of Expiry : 3-10-2015
* Visa Status : Employment Visa/Transferable

**Driving License:**

* Expiry Date : 10/05/2025

Declaration:

I hereby declare that all the details mentioned above are true to the best of my knowledge. If given a chance I would perform my task to the utmost level.

Hope you would accept my application and offer me a chance to serve your esteemed organization.