

Contact HR Consultant for CV No: 336423

E-mail: response@gulfjobseekers.com

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**Objective**

To pursue career that will develop my skills in a company that requires highly oriented individual, self-motivated and communicated well with all levels of management and fellow employees.

**Work experiences:**

**Insurance Advisor**

 **Dec 2015\_ Dec 2016( AHLIA INSURANCE) co, egypt**

* **manage their time well and be sensitive to any client needs.**
* **contact with all customer by phone.**
* **working under pressure .**
* **increase the customers daily and collect in database.**
* **give it the customers eny information about the insurance policy .**

**public relation officer Sep 2013 \_Oct 2015**(**AQUA DYNAMIC ELCTROMICANICAL**) **co**, **DUBAI, Abudhabi UAE**

* **Working by (E tarsal & Esdar) program with civil defense.**
* **Making gate passes for civil defense sites.**
* **Provide the services related to government regulations and approvals and at the same time to contribute/assist in the office operations whenever required.**
* **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.**
* **To 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.**
* **To maintain database of all passports and residence visas by scanning all documents and directly updating the database when details change.**
* **Maintain and update the Free zone site on a regular basis by checking for expiry on CEC /gate pass/export licenses /portal accounts and ensure to manage the minimum required fund on the portal.**
* **To 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.**
* **To submit required documentation to the banks and process bank transactions as advised by the Regional Finance Manager.**

**PRO july 2010 - may 2013 (nestle pure water) co, Dubai, UAE**

**Duties and Responsibilities:**

* **Responsible about the process vises.**
* **Responsible about employer’s medical.**
* **Responsible about the cars &license renewals.**
* **Organize of documents records.**
* **Proper all the documents and maintain all the transaction records are fine.**
* **Working with government& ministry of labor.**

**PRO** **June 2009 – July 2010** (**ALREDWAN pure water)** co, Abu Dhabi, UAE

**Duties and Responsibilities:**

* **organizing promotional events such as press conferences, open days, exhibitions, tours and visits**
* **speaking publicly at interviews, press conferences and presentations**
* **planning publicity strategies and campaigns**
* **Organise of documents records.**
* **organise and manage events, exhibitions, conferences and product launches**

**Sales executive June2005 – may2009 (TEDLAPIDUS** )FOR MEN- (**Cairo Branch**) (With study)

**Duties and Responsibilities:**

* **Make service for customers.**
* **Good dealing with old customers.**
* **Make selling report daily and monthly.**
* **Keep vouchers and documents.**
* **Looking for new collections for customer**.

**Skills**

* Good interpersonal communication.
* Fast learning and can work under time pressure.
* Analytical and problem are solving and decision making skills.
* Stress management skills and time management skills.
* Effective verbal and listening communication skills.
* Team player ability to convince and deal with various.

LANGUAGE SKILLS:

Arabic the mother tongue

English good (speaking – writing)

TRAINING COURSES:

* Certificate from Abu Dhabi food control authority.

COMPUTER SKILLS:

* Including the ability of understanding of EXCEL, WORD, Fair keyboarding skills, very good internet user.

HOBBIES:

Fashion – cars – music – internet (**Estimator incidents**)

EDUCATIONAL BACKGROUND:

2015 \_ 2016 **Cambridge Global College** ( **H**uman **R**esource **M**anagement )

2004 – 2008 **BSC of commerce** – Business Administration & accounting – ZAGAZIG University – EGYPT

2001 – 2004 **secondary Education** – ZAGAZIG School – EGYPT

PERSONAL DATA:

NATIONALITY: EGYPTION

Place of birth: EGYPT

Marital status: single

Religion: MUSLIM

visa status: vist visa

Current position: **Public relation officer**

Driving license: I've valid **U.A.E driving license**(Abu Dhabi) manual & Egyption Driving license

* I hereby certify that above statement are true and correct to the best of my knowledge.