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Experience

Government Relations Officer at Fairmont The Palm

Salman

Salman

CV

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**Summary**

I am an exceptionally motivated and enthusiastic Government relations professional, with a Bachelor of specific education (Computer science) and six years’ experience in government relation in hotel industry. in my current role, oversee all areas of government relations Department.

**Education**

Bachelor in Technology education - Computer teacher, Faculty of Specific Education, May 2009.

**Languages**

**Arabic**: Native or bilingual proficiency, **English:**Professional working proficiency

**Skills**

* Advanced knowledge of Microsoft ® **Windows** environments, and **Microsoft Office package** (Word, Excel, Access, PowerPoint, FrontPage and Outlook).
* Professional **typing** in Arabic & English
* Availability of work under pressure, Self-motivation, Ambitious and perfect listening
* Good communication skills...

**Employment Experience**

### Government Relations Officer (Fairmont The Palm, Dubai) Mar2014: Present

### Public Relation Coordinator(Lotus Hospitality, Dubai) Jan 2012:Feb 2014

### Technician (Asalah Computer Trading LLC, Sharjah) Mar 2011: Jan 2012

### computer teacher(Al-falah private school, Egypt) Sep 2009: Mar 2011

**Responsibilities &Tasks**

To provide service that is sincere, warm and enthusiastic, ensuring the employees satisfaction in order to make a professional first impression of the Human Resources Department.

1. Oversee all areas of **free zone authority** (Trakhees) transactions:(Employment Visa, Residence Visa, Cancellation, Change of Status, Visa Transfer, Visa Renewal, …. etc.).
2. Using Dubai online Visa and Immigration System (**EDNRD**) and E-form System to submit all visa transactions from issuance till Cancellation & Exit.
3. Arranging all application for **permit & licenses**: (Tourism license, Shisha and smoking permit, Hotel classification certificate, …. etc.).
4. Applying online **visas for guests &**Applying **DTCM** permits for hotel entertainments.
5. Arranging documents for Medical and Emirates ID &Liaise with the Hotel Nurse to ensure Employees are scheduled for medicals in a timely manner in order to process residency visas.
6. Scanning passports of the colleagues and sending details to the **CID** on regular basis.
7. Arranging all application for letters request: (Driving license, Salary Certificates for immigration and Alcohol license).
8. Entering database of all colleague visas, Emirates ID and Trakhees Cards.
9. File all colleagues related documents correctly and efficiently on an ongoing basis.
10. Track all visa and passport expiry dates and gives sufficient notification for replacement procedures.
11. Preparing **expense** report of the daily government relations work done by PRO and hand over to accounts department
12. Assist colleagues with advice on attestation of paperwork such as education and marriage certificates.
13. To assist in organizing employee events including colleague’s parties, sports teams and lifestyle classes.
14. Assist in any other duties as required.

**Other Information**

Nationality Egyptian

Born 10th Nov. 1987

Marital Status Single

Sex Male

Visa Status Employment Visa (Transferable)