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**ABAID**

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**OBJECTIVE:**

To seek a challenging assignment and responsibility, with an opportunity for growth and career advancement as successful achievements.

**WORK EXPERIENCES:**

**Sun and Moon Parties Organizing / Sun and Moon Technical Services**

Public Relation Officer, From May 2014 to Present. Dubai, United Arab Emirates

***Duties and Responsibilities:***

**MOL:** To apply quotas, submit new visa applications, renewal of labour contract, submission of new contract and renewal, apply for company’s labour card, apply for e-signature card and activation of e-signature card.

**EDNRD:** To apply new company’s endrd online application, visa posting and printing, residence posting and status change online,follow up with Zajeel for collection of passport for visa pasting purpose.

**Immigration Office**: To apply immigration card, applying for new company EDNRD online process to setup new visas application system, renewal of visa incase the company is new and can’t make visa stamping online.

**Dubai Economic Department:** To apply new trade license when new company is setup, renewal of existing licenses,amendments in the license.

**Dubai Land Department**(RERA): To apply new Ejari certificate,renewal of Ejari and any other issues related to DLD.

**Dubai Court/ Notary Public:**To prepare all the documents for preparation and attestation of new memorandum and article of association of L.LC formation or amendments in memorandum for change sponsor or partner.

**DREC:**Applying and submission for new and renewal of main lease contracts and sub-lease contracts.

**Shamil/Tasjeel:**  Making new and renewal of registrations (mulkiya) for company's vehicles.

**All Banks Jobs**: Depositing of cheque and cash, withdrawal of cash and Cheque encashment, collection

of new cheque book ..Submission of updated trade license, applying for rateeb card (salary card)

**Staff and Drivers Scheduling:**Making drivers and staff’s daily schedule. Arrangement of drivers whenever the need arises in any department such as hotel, maintenance or office needs.

**Payment Collection:** Submission of invoices to clients desired place and collection of all forms of payments from clients.

**Purchasing Material:**  Purchasing of materials for our maintenance team on urgent basis whenever the need arises. I have all the of material shop contacts and locations.

**Maintaining Company’s Vehicles:**To check vehicles performance, mechanical issues, traffic penalties, and all related issues. Contacts at many garages efficient services have been achieved.

**Jacob Sardini General Trading LLC**

Dubai, United Arab Emirates, Logistics Co-coordinator, (April 2011 – April 2014)

***Duties and Responsibilities***

* Stock reports for showroom's inventories.
* Stock display management, changes on theme of item for showroom display.
* Co-ordination with head office for availability and movement of the required stock.
* Operational support for misc office requirements i.e. misc purchases for official consumption.
* Management of assembling the furniture, lighting, accessories etc. on the showroom floor,
* Loading and unloading the inventories from warehouse to showroom and showroom to Warehouse
* Delivery of the sold items at customers desired place and installation/adjustment of items According to the customer’s requirement.
* Customer’s feedback reports after delivery.
* Assistance to the management for any administrative requirements

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| **PERSONAL INFORMATION:** |  |  |
| Year of Birth |  | 1987 |
| Status |  | Single |
| Languages |  | English, Urdu, Hindi and Punjabi |

**EDUCATIONAL BACKGROUND:**

**Internet Research:**  Smart user of windows operating System.

**IT SKILLS** : Efficient in MS Office.

EDNRD, ENETWASAL, MOHRE, TAS-HEEL

**Secondary School Certificate:** Board of Intermediate and Secondary Education,

**(SSC)** Faisalabad Pakistan

**Driving License:** I have a valid UAE driving license obtained from

Dubai in August 2011 (Manual and Automatic)

**Personal Attributes:**Capable to learn fast, comprehensive problem solving potentiality,good communication talent, confident hardworking,Energetic, sincere, honest and team facilitator.

References can be provided upon request.