Salah

[Salah.347273@2freemail.com](mailto:Salah.347273@2freemail.com)

**Educational qualification:**

* ·Diploma in Hotel management from Egypt in 1993
* ·Diploma in Public Relation & mass communications from Sudan 1995

**Professional Experience:-**

**Al Hamidi Est. - Al Ain – UAE**

Designation: PRO - Administrator

Period : 1998 - 1999

Responsibilities

1. **Handling all personnel files and keeping their all records.**
2. **Dealing with labor and immigration offices in all visa issues like new, renewal, cancellation ,modification ………ect.**
3. **Dealing with traffic Dept for new or renewal of vehicles req. card.**
4. **Dealing with Alain Municipality to get all required license and permission**

**To keep work going.**

**5-** Typing all documents requirements by all government offices.

**Alharamiya Construction Co. – Abu Dhabi**

Designation: PRO - Administrator

Period : 1999-2004.

**Responsibilities:-**

* **Handling all personnel files and keeping their all records for 240 persons.**
* **Dealing with labor and immigration offices in all visa issues like new, renewal, Cancellation, modification ………ect.**
* Responsible of staff accommodation and labors camps from A to Z like
* ( find camps or flats, furniture, catering)
* **Renewal and issuance of new vehicles Req. cards from Traffic Dept.**
* **Issuance of all permissions required of Overload from Traffic Dept.**
* Dealing with Traffic Dept- vehicle rent department for local companies’ issues.
* Dealing with different Dept to issue all construction Licenses required to start the project, such as Municipalities, ADWEA, ADDC,Transco, Etisalate, Environmental agency ……ect.
* Responsible to issue new & renewal of all trade licenses from Municipality, Adcci, planning Dept….ect.
* Working as part of the office team in doing a variety of tasks assigned.
* Producing written correspondence as required.
* Assisting in filing of official document.
* Type all official documents and letters need for staff or company with government Dept.
* Organizing business travel and accommodation for staff.
* Monitoring inventory, office stock and ordering supplies as necessary.
* Updating & maintain the holiday, absence and training records of staff.
* Responsible for daily office petty cash.
* Provide continuous advice in regards to the new rules in the governmental departments.
* Provide continuous update in regards to the developing the visa process and facilitating with the governmental departments.

Archirodon Construction Overseas S. A.

Designation: PRO - Administrator

Period : 2004 – Present

Responsibilities

* **Dealing with labor and immigration offices in all visa issues like new, renewal cancellation, modification ………ect.**
* **Dealing with block visas from planning on start issuance of visas and until Res. visas endorsement.**
* **Solve any problems with the immigration office.**
* **Renewal and issuance of new vehicles Req. cards from Traffic Dept.**
* **Issuance of all permissions required of Overload from Traffic Dept.**
* Dealing with Traffic Dept- Vehicle Rent Department to complete all terms of rental contracts vehicles with the dept.
* Issuance of all permissions required and possible facilities from Traffic Dept Technical Engineering Road Safety Deptor TRAFFIC CONTROL CENTER to used public roads for the project purposes such as road close, detour and other permission required.
* Responsible for all **Renewal and issuance of new vehicles Req. cards from Traffic Dept and assist the staff to get driving** licenses**.**
* **Dealing and follow up all Incidents matter happen for staff or vehicles**

**With police, hospitals and other Depts.**

* Dealing and flow up all the problems with different Dept and staff like police station, traffic Dept, court ….ect. (Make sure that PRO services are provided to management and staff).
* Update the management about the new roles (Labor office, Immigration, Municipality, Planning Dept and other Dept,)
* **Renewal all company licenses with (civil defense, Immigration, Ministry Of Economy, ded, Municipality and chamber of commercial).**
* **• Dealing with all authorities to get the requirements permissions to start the project works and get clearance from those Departments after project completion such as (ADDC, TANRSCO,CNIA, ADNIC, and other)**
* **I issuance of Export Cert from chamber of commercial.**
* **Assistance in finding suitable accommodation for staff and labors.**
* **Dealing with Emirates Identity Authority (Emirates card) make all the arrangements necessary to issuance the identity card for all staff.**
* **Dealing with the Critical Infrastructure and Coastal Protection Authority – CICPA to issue New & renewal of gate pass for staff, vehicles and ships.**
* **Follow up all medical issues with Health Authority and hospitals**

**Like (unfit persons, Infectious diseases).**

* **Worked on development of all public relations programs software.**
* **Dealing with JAFZA, RAKMC and Customs.**

### Skills

•[Computer](http://abudhabicity.olx.ae/computer-cat-322) **skills - MS Office skills (word, excel, outlook).**   
**• A high level of competency in both written and spoken English.**   
**• Excellent communication and interpersonal skills.**   
**• Excellent organizational skills.**   
**• The ability to work on numerous tasks simultaneously and to respond**

**to very tight Deadlines.**   
**• To be able to work under pressure while maintaining a calm and**

**pleasant attitude**  
**• To work effectively without the need for close supervision.**   
**• Creativity.**

**• Ability to maintain confidentiality.**

**• Wide knowledge using immigration and labor programs. (UAE-Smart forms &**

**Immigration program) and other departments programs.**

**•Training all new users and employees to use Immigration, Labor and other related**

**Programs.**

**•Analytical and problem solving.**

**•Strong administration skills.**

**•Tact and diplomacy.**

**• The ability to work as part of a team.**

**•The ability to work accurately with attention to detail.**

\* Strong background of country Labor & Immigration law.