RESUME

Fasalulla

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**CAREER OBJECTIVE**

To obtain a challenging position that explores my Administrative and Public Relation & Human Resource skills to the maximum extent and to continually upgrade myself to the utmost levels of quality and expertise, thereby enabling the organization to achieve its target and growth.

**Key Strengths**

* Excellent knowledge in Immigration visas, Emirates ID and Medical procedures.
* Knowledge in handling PRO services.
* Complete knowledge in all HRM functions (from recruitment to exit interview).
* Good Experience with DNRD- Immigration systems and Ministry of labor,

TAS’HEEL, Dubai Real Estate, Ejari, DEWA & chamber of commerce and Dubai Municipality.

* Knowledge of Documents process of DED,RTA and Police, KHDA,DHA
* Excellent Knowledge in handing HRMS (Oracle System)
* Fluent in Arabic Language
* Excellent typing speed in computer and manual both (Arabic & English)
* Knowledge of the UAE labor law, immigration and other types of government regulation on different matters.

**PROFESSIONAL EXPERIENCE**

 **In UAE***:*HR Administrator and Public Relation Officer & Coordinator with **DP World** in Dubai since 2007 to December 2016.

**Duties and Responsibilities:**

* Handling entire visa process – Visit, Employment and Residence new & renewal, cancellation and Emirates ID by Immigration online EDNRD and E-form & Vision E-form system to employees and their dependence.
* Arranging health Insurance and prepare medical documents by

DHA online system and organize appointment for medical checkup for employees and their dependence.

* + Provide HR and Admin support to the Head, Operations and All Departments.
  + Maintain human resource database and employee records and files.
  + Participate and provide support to HR initiatives/activities as required, staff engagement, recruitment-hiring and firing process, on boarding and orientation, promotion, performance reports, annual appraisal, salary review as well as end of employment.
  + Check and update of staff attendance and all type of leaves.
  + Assist in payroll preparation by providing relevant data - absents, bonus, leaves, gratuity, etc.
  + Obtain visas from other Embassies in UAE for staff members for their business and personal travel if required.
  + Maintain and update HRMS/Oracle System.
  + Control and keep employees passports and name tags, ID cards
  + Prepare monthly financial expense details report for visas & Immigration, medical and EID, etc. to finance and KPI reports for management.
* Worked as a Typist and Follow up Clerk cum Office in charge with Al Hijra typing (Inside Jebel Ali Immigration) for 3 years(2004 – 2007)

**Duties and Responsibilities:**

* + Typing of various services like Visa, Residence, Cancellation, EID Card, Medical as a peer worker to other employees.
  + Managing and supervising a group of employees
  + Keeping and maintaining good customer relationship.
  + Preparing collection report daily basis and detailed expenses summary report submitting to management on monthly basis.
* In India *:* Worked as an Arabic Teacher in a Private and Government Institution in India, Kerala

**Educational Qualification**

Bachelor of Arts - 2000

Bachelor of Education - 2003 Pre Degree

S.S.L.C

**Training Certifications**

Certification in Human Resource & Recruitment (**CHRR**) – 2017

(Nadia Training Institute Dubai) Certification in Oracle R12 – 2012

Certification in MS Office – 2002

Certification in Computer hardware and basic literacy – 2003

Certification in Govt. of Kerala in Type writing English Lower - 1997

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**Declaration**

I hereby declare that all the statements made in the resume are true, complete and correct to the best of my knowledge and belief.