

# Essam

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| **CURRICULUM VITAE** | | |
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| ‎Objectives‎ | |
| Seeking for a job in order to improve my marketing , admin & computer skills and develop my experience ‎in.‎ | |
| [Personal](#References Help) information | |
|  | Nationality : Jordanian  Date of Birth : November 16th, 1978  Marital Status ‎: Single  Visa Status ‎: Valid Residence Visa‎ |
| [Education](#Education Help) | | |
|  | **‎**  **(1997- Graduating 2000)‎**  Ajman for science & Technology University, Abu Dhabi, UAE.‎  B.Sc. Computer Science.‎  **‎(1997)‎**  Al Manar Educational Institute , Abu Dhabi, UAE.‎  ICDL: ‎   * ‎WindowsXP 95 / 97/09/2000/2002/2003‎ * ‎Microsoft Word / Excel/ Power Point ‎ * ‎EPRO * ‎Typing Arabic & English |
| [Work Experience](#Work Experience Help) | |
|  | ‎(2000-2002)‎Emirates Media , Abu Dhabi, UAE  Public Relation (PRO) ‎‎  Duties and responsibilities:   * secretary &cashier   (2002-2010) Liwa Investment , Abu Dhabi, UAE‎  Public Relation r & Administrative‎‎  Duties and responsibilities:   1. Public Relation Officer (PRO). 2. Human Resources.(H.R .management). 3. CICPA pass Related work making application for CICPA   Security pass.   1. Apply labor of ministry for LOA QUOTA, work permit, labor card   & labor contract .‎   1. APPLY for immigration the issuance of mission visa ,visit visa& working visa etc.... 2. APPLAY to Municipality, Economic Development to issue   TRADE license ‎‎.‎   1. APPLY to embassy to issue visa.‎ 2. Vehicle Related work Registration of new cars & busses & Renewal corporate ‎Relation for cars /vehicles . 3. Insuorance to issue health card. 4. ETC Arabic Typing Arabic & English Translation other corporate Relations.‎ 5. UAE Driving license.‎   (2010-2012) ‎ Banyan development company, Abu Dhabi, UAE‎  Public Relation & Administrative‎‎  Duties and responsibilities:   1. CICPA pass Related work making application for CICPA pass and ‎request. 2. Apply to LOA QUOTA.‎ 3. APPLY for immigration to issuance of mission visa ‎, visit visa   & working visa etc.   1. APPLAY to Municipality , economic Development & chamber of co to issue TRADE ‎license . 2. APPLY to embassy to issue visa.‎ 3. Vehicle Related work Registration of new cars & busses & ‎Renewal corporate Relation for cars /vehicles . ‎ 4. ETC Arabic Typing Arabic & English Translation other corporate ‎Relations.‎ 5. UAE Driving license. ‎   (2012-2016) Pivotec Security System , Abu Dhabi, UAE.‎  Public Relation & Administrative‎‎  Duties and responsibilities:   1. CICPA pass Related work making application for CICPA pass and request issue. 2. Apply to LOA QUOTA. 3. APPLY for the issuance of mission visa 4. APLLY for immigration to issue visa 5. APPLAY to Municipality , economic Development to issue TRADE license . 6. APPLY to embassy to issue visa. 7. Vehicle Related work Registration of new cars & busses & Renewal corporate Relation for cars /vehicles . 8. ETC Arabic Typing Arabic & English Translation other corporate Relations. 9. UAE Driving license. |
| Skills | |
|  | * Communication Skiles: * Work under pressure.‎ * Excellent work ethics and fast learner.‎ * ‎Handle and accept advice and guidance.‎ * ‎Ability to work in both team and independent environments.‎ * ‎Detail oriented strong ability to plan, organize, prioritize and manage multiple tasks.‎ * Computer Skiles: * Operating Systems * Windows (XP) * EPRO * C Lang * Unix * Software Packages:‎ * Microsoft Office (- 2000- 2002- XP) * BRO Working skills * Immigration * Labor office * Business Management * Ministry of Economy * Municipal * Airports |
| ‎Languages‎ | |
|  | Arabic : Fluent (Mother tongue)  English: Reading, writing and speaking |