***ISMAIEL***

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 **Objective:**

To acquire a position in a respectable, well established institution that will enable me to wisely invest my energy, dedication and potential, professionally utilize and enhance the experience and skill recently gained in Human Resource, Businessmen Services & I.T. Fields.

**Educational attainment and Experience:**

* Bachelor of Education from Banha-University (Egypt), in April 2005
	+ Certificate of good conduct and management from AL Ghazal Office
	+ Very good knowledge in Microsoft Office (Word, Excel, PowerPoint, Access) **-**  ( **ICDL** - 7 Levels)
* Computer (Mother Board) Maintenance Authorized by Smoha Academy.
* Very good in working Photoshop Program.

(Supporting documents and education certificates are available upon request)

 **Summary Duties and Responsibilities –Seven years Experiences in following:**

* Printing and data entry in the immigration system - General Directorate of Residency and Foreigners Affairs - for transactions related to printing such as: entry permit, visa fees, Long and Short Visits Visa, Accommodation – Visa Stamping –, Modification of data visa stamping, etc ...
* Experience in data entry in the Emirates Identity Authority to customers system.
* Experience in Immigration System “On Line” about entry data on residence and visa for Employers and Partners.
* Entry data of tenancy contract for registration in land department System (EJARI).
* Experience in printing and data entry in the Department of Economic Development, such as Booking a Trade Name of the Company, Issue Initial Approval, Renewal License and modify the license in the system.
* Experience in the renewal of Tourist Licenses “Hotel Apartment” in Department of Tourism and Commerce Marketing System (D.T.C.M).
* Experience in Obtaining Approval from the Competent Authorities Relating to the approval of some activities for Professional and Trading licenses system such as Dubai Municipality System, Roads and Transport Authority system, the Dubai police System and management of traffic, traffic.
* Full experience in Tas’heel the Ministry of Labor about employers, such as “quota apply”, work permit, cancellation of the labor card, renew labour card, Work Permit Application, Printing Employee’s report for each license, etc ....
* Experience in the preparation of speeches and messages such as no-objection to the partner to enter into the company, communication escape for workers and partners letters, Petition Letters to the concerned authorities, letters to the Banks and other Letters that offer to all Governmental and Federal Authorities.
* Experience in Typing Memorandum Association, Civil Works Contract and Service Agent Contract in Arabic and English with a Seal of Legal Translator and completion in the Courts “Notary Public” in Dubai or Abu Dhabi or Sharjah.
* Experience in the preparation of reports and statements relating to All License owned by Local Sponsor and renewal those licenses before it is expired.
* Experience in the preparation of lists of workers and employers such as the expiry date of residence and Labour Card, residence and identity “I.D” and passport and all the details in all license and follow-up.
* Experience in conducting interviews for new employees and testing them both in the printing system and in the Clearing and preparation of a detailed report before submission to the General Manager.
* Encourage work and urged for new employees in most of the time out of the work pressure after stress throughout the day to reduce the so-called rotation of work.
* Responsible for training and education of new employees to learn how to Entry Data in all Systems relating to work in the company and rid the transactions in the Governmental and Federal Authorities.
* Responsibility in company’s account and experience by working in account about 4 years.
* **Public Relation organizer :-**
	+ - Establish new professional and business companies.
		- Experience in Bank Account (Online), Payment Transactions with banks.
		- Experience all about Computer (Hardware – Software) Programs, Repairing and Setup Windows Operating Systems.
		- A very good experience in dealing and working with networks and Internet and resolve any problem.

### Experience by working as P.R.O to clearing all transaction in all Government Departments such as - [Department of Economic Development](http://www.dubaided.gov.ae/) - Immigration - Tourism and Commerce Marketing Electricity and Water Authority.... etc.

* Experience about (Immigration) such as: New and Renewal Residence, Visit Visa….. etc.and all required documents and steps.
* Experience of (Labour) in all Tas’heel Services and all required documents and steps
* Work residence procedures for staff and employers in all stages - Qouta, Payment Approval Qouta, Work Permit, Visa Payment Inside / Outside, Medical Typing, Emirates ID, Labour Contract Typing and Visa Stamping - until finish their accommodation.
* Experience all about typing Registration Tenancy Contract Authorized by (E.J.A.R.I).
* Working as office manager in the Al Gazal Businessmen Services L.L.C sponsor of over than 250 companies around UAE.

**Personal information:**

* Material status : Marriage.
* Gender : Male
* Religion : Muslim
* Date of Birth : July 14th 1983
* Place of Birth : Dubai, UAE
* Visa Type : Employment Visa Working as (Public Relation Manager)

 expried on October 2017

* Applicable joining date : After one month
* Driving License : Emirates Driving License

**Language:**

 **Arabic :** Mother Tongue.

 **English :** Fluent Command both spoken and written**.**

**Skills:**

* Ability to work with teams.
* Good skills in dealing with colleagues.
* Ability to work under pressure, and deadlines.
* Understanding the work environment**.**