**CURRICULUM VITAE**

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**Syed**

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**Information briefed:**

1. **Major PRO work load known.**
2. **Job responsibilities**
3. **Professional experience IV. Personal information**

**Please note:**

* **My work is not limited to below information.**
* **Thank you in advance for reading my CV.**
* **All the information required is provided below compressed.**
* **New challenges in my work criteria are not new for me.**

**Public Relations Officer**

Highly-motivated, personable Public Relations Professional with over **15 years**’ experience in keeping up to frequent check on **staff's visa, Economic Department related works, DHA,** **coping with** **rules**

**and procedures uncertainty, medical, work permits, emirates ID, timely renewal/ cancellation, processing Labor cards labor contract and all other**. Recognized for public imageprojection methodologies and activities. Efficient communicator with exceptional time management, problem-solving, and analytical skills. Flexible and adaptable to changing priorities. Excellent knowledge of **Overall PRO criteria**

**MAJOR PRO WORKS LOADS**

* **DED -- Economic development department:** New company trade licenses, trade name ,initial approval, LLC, Professional license and all other
* **MOL -- Labor office related all works:** like Quota approval, Offer letter, Labor card renewal,labor cancellation, new cards establishment, modification and all other renewal and cancellation.
* **RTA -- Related:** Vehicle renewal, passing, vehicle transfer, Fine payment, Release impoundVehicles, and all other
* **Immigration Online:** New visa, changing profession change, cancellation, establishment ofnew cards and all other
* **DHA -- Dubai health authority:** Facility establishment, New professionals, Initial approval,final inspection and related all work of renewal and cancellation.
* **Holding PRO cards of:** Labor and immigration card of Dubai, Immigration Card of Sharjah,Ras al khaima Immigration card, Jabal Ali Port Custom Card.
* **Port and Custom related jobs:** Inspection, Import Export, Vehicle Release, Re-Export, Dryport and all other works
* **Municipality and Land Department Related works:** IJARI, Title Deed, Sublease,
* **DEWA:** New Connection, Deposits, refund, Cancellation, New meters, clearance certificate, finalbill settlements, disconnections and other related work
* **Public prosecution and Court :** Cheque bounce cases, Lost and stolen and other works**.**
* **Consulate Related work:** Applying Oman, KSA,Schengen, Republic of china and all other visas

**JOB RESPONSIBILITIES**

* Closely keeping eye on rules and procedures of govt. authorities and providing time to time update on any changes
* Maintaining staff's visa, medical, work permits, emirates ID for timely renewal/cancellation notifying relevant person prior to their date of expiry
* Keeping updated documents ready all time of company and staff
* Typing and processing Labor Card & Labor Contract applications and taking updates on any changes from the typing center about typing procedures prior to their expiry date
* Informing and clearing fine of any violation updated prior to violation penalty
* Assist in all general inquiries on government departments
* Provide administration support as needed
* Sound communication with HR Department always keeps away urgency rush.
* Day to day reporting
* Applying Visa’s to Oman, KSA, Schengen, Republic of china and sound knowledge of other countries too
* Releasing Impounded vehicles and keeping track on timely report from Confiscate department to avoid delay.
* Giving General Information of PRO related work when needed
* Helping fresh recruited employees and present staff with legal information, supporting them on my extent.
* keeping all documents secure and sound by only presenting to the authorized person when requested
* Filing Cheque bounces cases and taking timely update

**COMPUTER EXPERTISE**

* Skilled in: Creating reports, Familiar with functioning of online Government websites (example: DHA related all work)
* Proficient in: MS Windows, Word, Excel, PowerPoint, and Outlook

**PROFESSIONAL EXPERIENCE**

**1. K&J Power House Equipment L.L.C, Dubai, Sharjah, RAK, Al Ain - UAE| 2014 – Present Public Relations Officer**

* Government authorities on all Labour and immigration rules Updated to HR Department.
* Schedule and process staff's visa, medical, work permits, emirates ID and ensure timely renewal/ cancellation
* Typing and processing Labour Card & Labour Contract applications
* Renewal of all Company documents, company vehicles, licenses, staff visa, emirates ID prior to their expiry date
* Assist in all general inquiries on government departments
* Provide administration support as needed and custom work and consulate and other related General PRO works
* Inspection, Import Export, Vehicle Release, Re-Export, Dry port

**2. Al Khail Medical Center, Dubai, UAE| 2009 –2014 Public relations officer and Marketing**

* Developing contracts of Insurance company’s
* DHA Related all work
* Staff Recruitment
* Distributed press releases as directed
* Maintained records and perform research activities

**3. Arabian House Contracting Company, Dubai, UAE| 2005-2009 Public relations officer**

* Quota approval, Labor card renewal, labor cancellation
* New visa, changing profession
* Establishment of new cards
* General PRO Works
* Immigration work cancellation work and municipality work

**4. Cedars Jabal Ali INTL Hospital Dubai, UAE | 2002-2005 Public relations officer**

•JAFZA

•DHA

•Marketing

•PRO work

•Immigration work and labor work

•Add approvals

**5. Novel Trading Company Jabal Ali – Dubai, UAE| 1999-2002 Admin**

•JAFZA Immigration

•Marketing

•Public relation

•Documentation

**EXCELLENCE IN PUBLIC RELATIONS**

* Exceptional communication and interpersonal skills
* Demonstrated expertise in content management system
* Proven ability to manage social media metrics
* Excellent leadership skills and pleasing personality
* Ability to manage multiple tasks at the same time
* Coordinating skills with HR
* High school / Diploma or equivalent
* Valid Driving License with complete Road knowledge

DECLARATION

I hereby declare everything stated above is true.