 Muntazir

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**Career Objective**

* To excel, develop and utilize my skills and abilities that will able to quickly identify problems and successfully implement solutions on a task and able me to grow and achieve the personal and organizational goals.
* To emphasize the integrity of the management by means of contributing a well define performances and satisfaction.
* To enrich a challenging career in the field of Human Resources and to contribute towards Organization’s growth by innovation and perseverance to achieve the organizational goal and to add value to its talent pool while paving way for my Professional Success.

**Career Summary**

* 4+ years of experience in Emirates ID& Medical Typist field.
* Maintaining record in System of all the reports in an organized way.
* Responsible in managing the Online CBD Bank Account.
* Maintaining a system to manage the bills, receipts, invoices, checks and other policies of the system.
* Writing documentation on various topics and handling client’s queries.

**Computer Skills**

* Experience working on Windows98/2007/NT/XP
* Good knowledge of MS office suit that includes Excel, Power Point, File management
* Good typing skill of 80 wpm

**Key Skills and Strengths**

* Effective handling of customer complaints
* Flexible and punctual
* Excellent professionalism and Self- motivation
* Good organizational skills
* Flexible(multi-tasking abilities )
* Can work under pressure
* Leadership & competitive skills

**Professional Experience**

# EMIRATES ID& MEDICAL TYPIST

* NAFFCOFire, Safety& SecurityCompany, DUBAI, UAEfrom 2013 to Present

Job Details:

### Typist Arabic/English with knowledge of Labor & Immigration/Emirates ID, Medical

* Strong organizational skills and have the ability to work in a fast-paced environment.
* Well-developed skills in written and spoken English & Arabic.
* Strong verbal and written communication skills.
* Computer literate (MS offices)
* High level of professionalism and personal presentation at all times.
* Excellent time management and prioritization.
* will work with the management team and have full responsibility for all labor law related matters,
* Immigration and Department of Economic Development (DED).
* Will ensure documents are completed and received on time.

**Daily activities include:**

* Typing theall Employees New, Renewal & Replacement EMIRATES ID REGESTRATION form
* Typing the all Employees MEDICAL FITNESS APPLICATION & Created Patient ID.
* Check All Emirates ID Online system Issues and Solving the all Emirates ID Issues with the Emirates ID Authority OFFICE & Immigration.
* Answering the calls of the employee and solvingtheir inquiries on time.
* Creating the EID & MEDICALS reports regarding the New, Renewal & Replacement.
* Creating daily reports to HR Manager according the EID & MEDICAL Typing.
* Updated the all Emirates ID in Company ORACAL System.
* Closing all bills, receipts, invoices, checks & Cash Payments with Finance Department.

# HR Coordinator

* NAFFCOFire, Safety & SecurityCompany, DUBAI, UAEfrom Mar 2012to Dec 2012

**Daily activities include:**

* Timekeeper of the employees daily Attendance, Time records and assisted directly with HR manager for payroll computations.
* Submitted all Late Attendance, Exit Pass, Sickness Leave, Emergency&Annual Leave.
* Make the All Staff & Labor monthly Salary, overtime and provide to payroll department.
* Prepare All kind letter, Resignation, Termination, warning, Deduction Letter etc.
* Checking all visas, Labor Card, EID & Jafza Card Expiry Date.
* Coordinated with the HR manager on recruitment process from interviewing up to screening of applicants.
* Advise department heads on HR issues and local laws.
* Arrange training and monitor training data.
* Writing job descriptions.
* Organizing staff events (annual party, team building etc.)
* Maintain all file and keeping resume with all details.
* Checking all docs. For expiry date.

**Educational Qualification**

* Bachelors in BBA - Ongoing
* Intermediate Examination – Humanities Group – **Session (**2006)
* Board of intermediate & secondary education kohat – K.P.K Pakistan