**CURRICULUM VITAE**

**JAHFER**

[**JAHFER.361525@2freemail.com**](mailto:JAHFER.361525@2freemail.com)

**Career Objectives:-**

**Seeking a suitable position in a reputable and growing organization in order to utilize my knowledge and experience gained by working in some fine firms in the world and further to enhance my career development and advancement**.

**Work Experience (present)**

**Administrator cum HR Coordinator**

**Emirates Airlines, Dubai (from May 2014- Present)**

**Main Duties**

* **Translation of documents into Arabic from English and vice versa**
* **Coordinate/liaise and ensure daily/monthly transactional activities are executed/processed within the stipulated time frame/service level agreement as per company policies and procedures.**
* **Coordinate and deliver a wide range of monetary, non-monetary and other administrative services and provide best customer service to Employees, Line Departments and HR without compromising quality.**
* **Coordinate, investigate and handle customer complaints/queries on various transactions, system related issues, documentation etc. Provide prompt, efficient service and independently resolve minor issues in liaison with the stake holders**
* **Receiving legal documents from court and hand over to employees after proper checking**
* **Replying email queries in English and Arabic**
* **Answering phone calls in executive manner**
* **Drafting letters in Arabic and English to various authorities**
* **Updating the records online and keeping confidential**
* **Preparing reports on monthly basis**
* **Going to the port for checking the passengers documents and arranging visas**
* **Maintaining filing system in professional Manner**
* **Provide a comprehensive admin system support service including data entry, maintenance, update and support of relevant database and in house equipment**
* **Handle customer/employee requests, actioning transactions and queries in a timely manner and actively seek feedback to provide a high level of service with admin related queries.**
* **Applying visas online**
* **Checking in the immigration about latest updates in visa formalities**
* **Prepare documents to submit in various authorities and co-ordinate with PRO accordingly**

**Bilingual Secretary cum Legal Researcher**

**Communication Legal Translation Dubai (from July 2009-2014 April)**

**Main Duties**

* **Checking the documents in Arabic and decide whether it legal or not**
* **Searching for cassation upon request from legal clients**
* **Searching for laws in Arabic and English upon request from legal clients**
* **Uploading of newly translated laws to website**
* **Coordinating wide range of law translations.**
* **Coordination of in-house and freelance translators.**
* **Handling email queries and telephone calls pertaining to law and legal translation.**
* **Translation of TOC gazetted in the official gazettes of all GCC countries.**
* **Keeping the translation database updated and uploading newly translated laws.**
* **Liaising with clients and official authorities of official gazettes.**
* **Drafting Letters in Arabic and English to various authorities**
* **Typing Arabic and English legal documents.**

**Educational Qualification**

* **Master of Arts (M. A Arabic)**
* **Bachelor of Science (B.S.c)**

**Technical Qualification**

**Diploma in Computer with Arabic**

**Applications : MS Office (Excel, Word, Power Point) D.T.P**

**Operating System : Windows XP, Foxpro, MS Dos CorelDraw etc.**

**Internet : Internet Explorer/Mozilla**

**Typing : Computer and Manual Typing English and Arabic (With 50 words P/M)**

**Work Experience (Previous)**

**Document Controller , Secretary cum Admin Assistant**

**Darriya Express Business Service (PRO Office**)

**From January 2009- July 2009**

**Duties and Responsibilities**

* **Making Application for various Departments Labour, Immigration, Health Authority and R.T.A etc.**
* **Office Accounts**
* **Labour and Immigration all typing jobs**
* **Manual and Computer typing**
* **Typing Application for Tourist and Visit Visa**
* **Making Letters in Arabic and English to Various Departments**
* **Checking Validity of Documents**
* **Translate Documents from English to Arabic and vice versa**
* **Prepare Invoice to Customers**
* **Prepare Daily Report**
* **Prepare Document to Labour and Immigration with proper attachments**
* **Attending Telephone Calls from Customers**
* **Delivering Documents to Customers**

**Administration Assistant**

**Damac Properties C.O.L.L. C DUBAI U.A.E**

**July 2007 to November 2008**

**Duties and Responsibilities**

* **Preparing all types Documents of Labour Ministry via online (Employment Visa, Labour Card etc)**
* **Translation of documents from Arabic to English and English to Arabic**
* **Arranging Documents of Dubai Immigration Departments**
* **Filling and typing different Forms of Dubai Ports and Municipality**
* **Preparing Letters, Invoices, Quotations Etc**
* **Arranging Health Card, Health Certificate via online**
* **Co-ordinates with H.R Dept. and ensures that private Medical insurance cards are issued to newly joining employees as well as to employees with family status, for their family**
* **Co-ordinates with PROs to ensure exit formalities of cancelled employees are done without any delay and ensures that relevant exit documents are in order**
* **Processing all employee requests for letters in Arabic/English after ascertaining specific bonafide reasons**
* **Knowledge of the usages of All Office Equipment like Type writer, Fax, Photocopier etc**

**Nationality : Indian**

**Date of Birth : 20/11/1977**

**Sex : Male**

**Marital Status : Single**

**Religion : Muslim**

**Language Known : *Arabic, English, Hindi, Malayalam and Urdu***

**Hobbies**

* **Reading, Shuttle Badminton, Volley Ball and Gardening etc.**

**About Me**

Ability to work under pressure

Ability to complete the task in time

Interest to learn more

Speed interaction with new environment

Good in resolving problems

Flexible, Ambitious, Confident and Hardworking

Declaration:

If selected to serve your esteemed organization I assure you, I will prove all my abilities to do my works to the entire satisfaction of Organization.