***CURRICULUM VITAE***

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**WALEED
Nationality : Syrian
Marital status : Married Email \_** **WALEED.362059@2freemail.com**

**Languages Known: Arabic, English**

**Visa status : Valid Employment Visa**

***Career Objective***

**To obtain a position as a Public Relation Officer and contribute my best to meet the goals and objectives of the organization.**

***Core Strengths***

* **Possess seven years of professional experience in handling public relation activities.**
* **Ability to plan, manage and design various public relation programs and strategies.**
* **Possess excellent public speaking and negotiation skills.**
* **Possess excellent time management and critical thinking skills.**
* **Ability to lead a team as well as perform tasks independently.**

***Professional Experience***

* ***ETERNITY PETROLEUM CONSTRUCTION, LLC.***

**2010- Till date**

**Public Relation Officer**

**Dealt with the following**

* **Naturalization and Residency Department**
* **The Ministry of Labor and Social Affairs**
* **Department of Licensing and Traffic**
* **Department of Municipality and Planning**
* **The Chamber of Industry and Trade**
* **Ministry of Education and Higher Education**
* **Ministry of Foreign Affairs**
* **Foreign Embassy**

**Duties & Responsibilities**

* **Structures and controls the public relation and personal department.**
* **Provides all necessary correspondence between the company and all government departments.**
* **Arranges the required working permits from the ministry of labor and insurance department.**
* **Prepares all necessary visas from Immigration such as working visa, visit visa, transit visa and finally stamping residents visa.**
* **Renew and maintain all company License such as trade license, chamber of commerce, economy department and other government certificates, ensuring all documents are updated.**
* **Makes and arranges for the power of attorney.**
* **Follow ups for car registration and cancellation. (Traffic Department)**
* **Renew, update and maintain all employees and their dependants visa, labor cards and labour contracts in timely manner and ensure that company’s records are updates with the Labour and Immigration Departments.**
* **Prepares the Security Permits from CNI.**
* **Renew and maintain all company’s leases in the UAE before expiry, which includes offices and company apartments.**
* **Maintaining confidentiality and security of company and employee documents at all times.**
* **Acquiring any legal documents for the company and for any employee who may need salary certificate,NOC, etc.**
* **Paying Labor Office, Typing centre, Bank Guarantees, change of status, relative labor card, Transfer visa and Medical test fees.**
* **Provides documents to Typing centre.**
* **Acting as Personal Counsel for all company staffs.**
* **Provides continuous advice and updates in regard to the new rules in the governmental departments.**
* **HOSHAN PAN GULF STATIONARY Co.LLC**

**2007-2010**

**Public Relation Officer**

* **SYRIAN OIL CO, SYRIA**

**2004-2005**

**Public Relation Officer**

***Educational Qualifications***

**Bachelor degree in hotel and reception department.**

**Computer proficiency in dealing with all the programs necessary.**

**STRENGTHS:**

* **Highly motivated to work as a team.**
* **Ability to complete the transactions quicker and the continual follow-up of the functions.**
* **Supervising and guiding the company team to get the best achievement.**
* **Constantly updates with the current affairs.**

**DECLARATION:**

**I hereby declare that, all the statements made above are true, correct and complete to the best of my knowledge and belief.**

 **Place: Abu Dhabi, UAE**