**CURRICULUM VITTAE**

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**E mail Id :** **shaikfareed.362133@2freemail.com**

**Objective**

To seek a responsible and challenging position within a reputed organization in the field of administration secretarial/public relation/customer service/travel and tourism and invest all my professional skills, qualification, valuable experience to the optimum level, to facilitate continued career growth and to produce best results for the organization.

**Experiences:-**

 **Working as Public Relation officer ,AMREET INDUSTRIES FZE, Sep 2015 to till date.**

Worked as Public Relation officer and Shipping Clearance ROYAL GULF SHIPPING at Dubai March 2012 to 2013 Jul.

**My responsibilities include:**

* **All consulate works**
* All Immigration / Labor office Works related to Employer / Employees, New / Renewal of Visas and Residencies and Trade License,
* Chamber of Commerce Certificate, Preparation/Arranging Civil Defense / Police Directorate formalities,
* All type of Visa Formalities, Medical Arrangements, Car Registration Formalities, Driving License Formalities and Leave Records, Transportation arrangements
* And Accommodation formalities of Delegates.

**Feb2006 to 2012 worked as ALLURE INTERNATIONAL AEROSOLS LLC in Dubai as PRO**

Working in Public Relations in M/S. ALLURE INTERNATIONAL AEROSOLS LLC from December 2006 From 2012 Assist  **Public Relation officer.**

**My responsibilities include:**

* **All consulate works**
* All Immigration / Labor office Works related to Employer / Employees, New / Renewal of Visas and Residencies and Trade License,
* Chamber of Commerce Certificate, Preparation/Arranging/ Police Directorate formalities,
* All type of Visa Formalities, Medical Arrangements, Car Registration Formalities, Driving License Formalities and Leave Records, Transportation arrangements
* And Accommodation formalities of Delegates.
* Assisting the Public Relation Officer and Personnel Officer on all issues.

**Port Clearances:**

* Jebel Ali Free Zone Export & Import clearance
* Cargo Village Clearance
* Saif Zone clearance- Sharjah
* Sharjah freight center
* Hamriya Port clearance

**Feb 2005 to 2006 worked as VSA (Bcn middle east ) in Dubai as asset PRO**

Worked as Public Relation officer for 2 years in **Bcn Middle East**, Dubai.

**My responsibilities were:**

* Preparation of Visa / Labor Card New / Renewal Application, Collecting Tender Forms from the relevant Departments, Responsibilities.
* Medical arrangements & Vehicle Registration formalities, Vacancy advertisements,
* Medical, & Leave Records, Travel Arrangements & Car Hire & Car Registration Formalities, Leave and Final Settlement Calculations, Driving License &Vehicle Maintenance Formalities.

**2000 to 2004 date working as Merchandiser for Swiss Arabian Perfume in Abu Dhabi**

* Products Show arrangements in Malls
* Designing and Shifting Products for Shows and for Adds
* Getting permission from related authority to arrange stalls in malls

**Area of Interest to work:**

* All **Taa”sheel** works
* To Handle end to end PRO matters for a company
* To obtain Labor approvals, Quota approvals, arrange Visa stamping and labor contracts for all new employees being hired in company.
* To arrange for various statutory documentation such as Labor Card, Emirates ID Card for all employees.
* To have close interaction with various works related to all govt bodies such as RTA, Police, Municipality, Economic Department, DEWA, Etisalat etc from time to time regarding company’s issues.

**Educational Qualifications:**

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| --- | --- | --- | --- |
| **Standards** | **Institution Name** | **Place of Institution** | **Year** |
| SSLC | Govt.High School | Muthupet, India | 1991 |
| Higher secondary level | Govt High School | Muthupet,India | 1993 |
| B.A History | Annamalai University | Chidambaram, India | 1996 |

**Additional Skills:**

* Light Vehicle Driving- License (Manual) in United Arab Emirates (Abu Dhabi-2004)
* Well versed in the process of legal documents in UAE
* Internet Browsing

**Language known:**

* English
* Hindi
* Malayalam
* Arabic
* Tamil

**Advance Updates:**

* Handling telephones and faxes,
* Preparing letters and documents using MS Office word and Excel

**Personal details:**

**Nationality** : Indian

**Date of Birth** : 12.02.1978

**Religion** : Muslim

**Visa Status** : Employment Visa

I have a total 15 years of full-time work experience in UAE in Documentation control and in Public Relations(PRO), I believe that the skills I have acquired in the course of my professional experiences will be valuable assets for your organization.

I do hereby declare that the information furnished above is true to the best of my knowledge and belief.

 **Your’s**