**CURRICULUM VITAE**

**NISAR**

**NISAR.362292@2freemail.com**

**CAREER OBJECTIVES:**

Looking forward to merge with the members and learn within a position which suits organizational culture and standards. Rise to the occasion and meet the requirements with my skills and abilities for the growth of the institution and thereby to develop myself.

**WORK EXPIERIENCE:**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | **Sl** |  |  |  | **Company Name** |  |  |  | **Designation** |  |  |  | **Duration** |  |  |  | **Reason for Leaving** |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 1. |  |  |  | Ms. Trans Gulf Electromechanical LLC - |  |  |  | HR Admin |  |  |  | 12/06/2016 - To date |  |  |  | Still Working |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  |  |  |  | Abu Dhabi, UAE |  |  |  | Officer/Coordinator |  |  |  |  |  |  |  |  |
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| 2. | Ms. Al Naboodah MEP LLC - Dubai, UAE | Administration Officer/ | 27/05/2014 - 26/05/2016 | To continue with my career in a |  |
| Coordinator |  | bigger organization. |  |
|  |  |  |  |  |  |  |
| 3. | C-ford College For Arts & Science. |  | Senior Admin Officer/ | 01/01/2012 - 10/04/2014 | To continue with my career in a |  |
|  | Coordinator |  | bigger organization. |  |
|  |  |  |  |  |  |  |
| 4. | Badriya Islamic School. |  |  | Senior Admin Officer | 01/01/2012 - 10/04/2014 | To continue with my career in a |  |
|  |  | (Part Time) | bigger organization. |  |
|  |  |  |  |  |  |  |
| 5. | Umerali Shihab Thangal Memorial |  | Office Coordinator |  | 01/01/2011 - 31/12/2011 | To continue with my career in a |  |
| Academy. |  |  |  | bigger organization. |  |
|  |  |  |  |  |  |  |
| 6. | Sirajul Hudha Islamic School. |  |  | Office Administrator | 01/01/2011 - 31/12/2011 | To continue with my career in a |  |
|  |  | (Part Time) | bigger organization. |  |
|  |  |  |  |  |  |  |
| **EDUCATIONAL QUALIFICATION:-** |  |  |  |  |  |  |  |
| **Sl.** | **Course** |  |  | **Stream** |  | **Institution** |  | **Duration** |  |
| 1. | Bachelor of Arts (B.A) |  | English Literature | Indira Gandhi National Open University (IGNOU) | 2008 - 2011 |  |
| 2. | Rahmani | PG Certificate in Islamic |  | Rahmaniya Arabic College Katamery | 2010 - 2011 |  |
| (Islamic Degree) |  | Contemporaries |  |  |
|  |  |  |  |  |  |  |
| 4. | Islamic Degree | Islamic Contemporaries |  | Daru Thaqwa Islamic Academy | 2000 - 2010 |  |
| 3. | Higher Secondary |  |  | Plus Two |  | Board of Examination Kerala (India) | 2007 – 2008 |  |



**TECHNICAL QUALIFICATION:**

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| **Sl.** |  | **Course** |  | **Stream** |  | **Institution** |  |  | **Duration** |
|  |  |  |  |  |  |  |  |
| 1. |  | MS Office |  | MS Office/Arabic Typing |  | Z-Magics Chavakkad |  |  | 2013 - 2014 |
|  |  |  |  |  |  |  |  |
| 2. |  | Computer Fundamentals |  | Computer Fundamentals |  | Daru Thaqwa Islamic Academy |  |  | 2013 - 2014 |
|  |  |  |  |  |  |  |  |
| 3. |  | Typewriting |  | English and Arabic |  | Z-Magics Chavakkad |  |  | 2012 - 2013 |
|  |  |  |  |  |  |  |  |
| 4. |  | Computer Hardware & Networking |  | NCVT Government |  | TTS Kunnamkulam |  |  | 2012 - 2013 |

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| **KNOWLEDGE IN DIFFERENT SUBJECT:** |  |
| **Sl.** | **Subject** | **Knowledge level** |
| 1. | English | Excellent knowledge |
| 2. | Computer (IT) | Excellent knowledge |
| 3. | Commerce | Excellent knowledge |
| 6. | Mathematics | Excellent knowledge |
| 7 | English, Arabic and Malayalam Typing | Excellent knowledge – 50 word per minute |



**GOOD ABILITY IN:-**



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| **Sl.** | **Subject** |

|  |  |  |
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| 1. |  | Microsoft Word |
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| 2. |  | Leadership |
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| 3. |  | Team Leadership |
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| 6. |  | Human Resources |
|  |  |  |
| 7. |  | Editing |

**Sl.** **Subject**

1. Public Speaking
2. Teamwork



1. Employment Law
2. Microsoft Power Point
3. Legal Writing



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| **Sl.** | **Subject** |

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|  |  | 13. |  | Performance Appraisal |
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|  |  | 14. |  | Microsoft Excel |
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|  |  | 15. |  | Basic First Aid (Training Completed) |
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|  |  | 16. |  | Basic Fire Fighting (Training Completed) |
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|  |  | 17. |  | H2S Opito (Training Completed) |

**RESPONSIBILITIES**

* Administration and HR Coordination work.
* Documentation towards Ministry of Labour, Immigration & Police.
* Actively manage the timely renewal of all Employment Visas and Labour Permits.
* Assist and timely update employees in renewing employment Visas, medical check-up process.
* Notification sending to the employees on documentation required prior to their visa/labour card expiring.
* Renew all company related licenses prior to the expiry date.
* Submit detailed reports related to visa expenses to the finance department.
* Coordination and preparation of OPTIMA Pass in between company and ZADCO, ADMA-AUH for ZIRKU, DAS-ISLAND Project, Security clearance of personnel's, ZADCO and ADMA Induction managing, ZADCO and ADMA Project Medical verification maintaining, Preparing LOA for project etc... Preparing CICPA (CNIA) Pass, (Incl. vehicle, Personnel, Ships, Camera).
* Submission of documents to the concerned authority such as IMMIGRATION, LABOR, MUNICIPALITY, POST OFFICE, EMIRATES ID OFFICES, INSURANCE OFFICES, HOSPITALS, POLICE STATIONS Etc...on right time ensuring that all employees of the Company are complying with the UAE rules and regulations.
* Administering whole office routine, taking care of day to day activities and accomplishing all documents in perfection and keeping the office lively and active.
* Review and proof documents, records and forms for accuracy, completeness and conformance to applicable rules and regulations.
* Keep updated all the company documents (Trade license, Immigration Establishment Card, Labor Establishment card).
* Perform a full range of secretarial duties and assist the Manager with a variety of clerical, technical and routine administrative duties; facilitate communications between the Manager, staff and the public.
* Receive, open and distribute mail; receive visitors, arrange travel, schedule appointments, answer telephone calls and refer to appropriate staff members.
* Edit and prepare a variety of correspondence, memorandum, reports and other materials; compose routine correspondence.
* All LC & Visa Issue and Renewal works and conducting necessary arrangements & Co-ordination.
* Co-ordination with Immigration office, Labour office and HRD.
* CNIA Arabic Application preparation for all offshore projects.
* Optima preparation for all offshore projects.
* TWP Process for required offshore projects.
* Co-ordination and Meeting with Main Contractors & Clients.
* CNIA & CICPA Arranging for all offshore employees.
* Optima Training, Medical arranging and coordination with training centres.
* Petty cash controlling & Documents Controlling.
* Coordination with CICPA for CNIA Issuance, Renewals and Cancellation.
* Insurance card preparation for all categories depending on required plans.
* Visas & Resident permit works for all employees.
* Provide complete administrative/ clerical assistance to the HR / Government Relations Manager and other Staff as required
* Handling calls, scanning, photocopying, filing, labels, folders etc.
* Managing the department correspondence (mail, faxes and courier material and contacting employees in other countries)
* Hands on knowledge and practical exposure to use FAWRI, Abu Dhabi Immigration, MOL Dubai/Abu Dhabi, E-NetWasel and EDNRD portals, to process all type of work and other visas
* Responsible to create reports on visa expiry, visa renewal etc. and to coordinate renewals prior to expiry
* Liase with candidates or employees for various government related queries
* Relationships – maintains good relationship with all members of the Government Relations and Human Resources team Coordinate well with all staff of the company.
* Team player with a positive approach to deal with challenges.
* Passport Controlling and distributing as per the request from employee through HRD.
* NOC Preparation for UAE Driving licence (As per the order of company).
* Filing all the necessary documents in the Employee file. Prepare Transfer Letters and updating the System & file
* Staff appraisal, Staff salaries, Staff leave planning accordingly, Staff accommodation.
* Provide required information to employees & sister concerns.
* Prepare Transfer Letters and updating the System & file. Translation Works
* Coordinate with Department Heads, Managers and Supervisors.
* All kind of Pass works for DXB and AUH Airport (Land Side and Air Side)

**ACHIEVEMENTS & SKILLS:**

* Excellent and professional Knowledge about different computer software’s such as Microsoft word, Microsoft office, Microsoft Excel, word pad, Microsoft PowerPoint and Photoshop etc.
* Excellent speed in English, Arabic, Malayalam typing and browsing.
* Clarity and fluency in speaking English & Excellent communicational skills
* Participated actively in many symposiums, seminars, debates, club activities and campaigns.
* Was awarded many trophies & certificates for most of the above mentioned (Certificates will be furnished on demand).
* Excellent skills CICPA/CNIA offshore and Optima related works.
* Excellent skills in Thasheel & Fawri works.
* Able to work on own initiative and as a part of team
* Able to process Visas & Resident permits for employees and dependents.
* Sincere, Hardworking, Good Attitude & Ability to work in a team effectively
* Attitude to learn, adopt new skills, technologies with dedication & Having flair to grasp new Technology easily
* Follow and keep abreast of changes to internal policies and procedures. Follows guidelines and instructions, good attitude behaviour
* Arranging travel, visas and hotel accommodation for the manager and the group when required
* Perform various other duties and activities as assigned by supervisor within the physical constraints of the job
* Supports special projects and completes other responsibilities associated with the position as may be appropriate
* Experience in an Administrative role.
* Experience in coordinating travel and tickets
* High standards of integrity and confidentiality
* Skilled in MS Office products. Advance knowledge and experience of EXCEL
* Positive attitude and dependable.

**PERSONAL PROFILE:**

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| **Gender** | **:** | Male |
| **Religion** | **:** | Muslim - Sunny |
| **Nationality** | **:** | Indian |
| **Marital Status** | **:** | Married |
| **Date of Birth** | **:** | 30th May 1988 |
| **Age** | **:** | 28 Years |
| **Visa Status** | **:** | Company Visa. UAE - Dubai |
| **Languages known** | **:** English, Arabic, Tamil, Hindi and Malayalam. (Speaking / Typing / Writing) |
| **Residence** | **:** Al Mafraq, Abu Dhabi |
| **Driving Licence** | **:** | UAE Driving Licence & Indian Driving Licence |
|  |  |  |

**INTRESTS:**

Conducting researches on various gadgets, computer soft wares, hardwares, technologies. Attaining knowledge on various subjects / topics, IT Equipment; reading; dramatics and other co-curricular activities; browsing; sports etc.

**DECLARATION**

**I HEREBY DECLARE THAT ALL THE ABOVE MENTIONED DETAILS ARE TRUE TO MY KNOWLEDGE.**