**ahmed**

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PUBLIC RELATION OFFICER

*Valid UAE Driving Lincese*

**Career Summary - Objective**

A highly personable, competent, and team spirited professional with over 6years of experience in Public Relation Officer.Part of the strategy of developing an effective public relations or marketing communication campaign is to articulate a cohesive set of desired outcomes: positioning, goals, and objectives. These, in turn, allow managers to plan and implement strategic campaigns by making decisions based on what should be done versus simply on what can be done.

**Objective:** is to work in an exciting and professional environment of the organization with personal development and growth possibilities and to achieve company’s goal through professional ethics, sincere commitment and hard work.

**Professional Experience**

***Ham Lux Electrical &Mechanical Works: PRO- Public Relation officer (April 2014 to present)***

***Duties Responsibilities***

* Represent the company with government authorities and manage the relationship effectively
* Manage immigration and labour processes for the employees and their dependents, collecting employee’s documents, accurately preparing application, applying for entry permits, employments visas, labour cards, residence visas and collecting documents.
* Liaise with the company attestation provider to arrange attestation of employee certificates and arrange attestation in the UAE
* Guide employees and their dependents through immigration and visa processes, ensuring that regular updates are given, a transparent process is communicated and followed, enquires are managed promptly and efficiently.
* Provides advice to the employees on local authorities and governments bodies processes such as housemaid residence visas, driving license, car registrations.
* Maintain employees HR files, electronic and hard copy, with up to date copies of passports, visas and immigration information.
* Produce letters for the employees required to be drafted Arabic.
* Provide support to the HR team with HR administrative task such producing employees letters required for governments authorities.
* Accurately and efficiently manage expenses related to immigration and labor processes in the line with company policy.
* Keep up to date with and communicate changes in the labor and immigration rules and procedures from the government authorities and update the HR department.

  **Bayt.Com Company: Public Relation Officer (March 2009 to January 2013)**

***Job* *description*:**

* Monitor public opinion regarding an organization or particular issues.
* Development and implement communication issues and strategies
* Present argument on behalf of an organization to government, others organization and special interest group
* Respond to inquiries from the public, media and other organizations
* Assist in preparing organizational document such an annual report, corporate profiles and submission
* Assist in managing environmental conflict, develop public support for projects and policies,
* Research and marketing environmental technologies and services.
* Working together with other members in agency, an environmental public relation specialist officer services to clients including marketing, advertising, reputation management, strategic planning and media relation, among others.

**Administrative Clerk: Abu Dhabi Terminal (Mina Zayed Port) (November, 2004 to July, 2006)**

***Job* *description*:**

* Receives often hours and early morning telephone calls from transport staff.
* Coordinates Substitutes employees, making sure all the vehicles routes are covered on a daily basis.
* Operates a two-way radio system and handles emergencies in a competent and thorough manner.
* Maintain a working knowledge of special terminology related to the position and the transportations departments.
* Assist in the budget development process by gathering and compiling information as needed for budget development for the transportation manager and/or director of support services.
* Coordinating programs involving resources from other work team.

 Al Atta’s General Construction Company: Supervisor Jan, 2001 to Sep, 2004

 *Job* *Description*:

* Accomplishes manufacturing staff results by communicating job expectation, planning monitoring, and appraising job result; counseling, and disciplining employees coordinating, and enforcement system policies and procedure.
* Maintains staff recruiting, selecting, orienting, and training employees, developing growth opportunities.
* Maintains quality service by establishing and enforcing organization standard.

**Educational Credentials**

 Grade 12 Mohammed Bin Khalid School Abu Dhabi UAE

***Vocational Courses:***

 ***Firefighting & Prevention Method Fire Marshall***

 *Safea Fire Safety Consultancy Dubai, U.A.E*

 ***Training Course in Firefighting & Prevention Method***

*Safea Fire Safety Consultancy Dubai, U.A.E*

**Aviation Security Course**

 Gulf Centre of Aviation Studies (GCAS)

 **Heart saver First Aid CPR AED**

 Gulf Centre of Aviation Studies (GCAS

 **Computer Hardware, Networking &Windows 2008**

 Galaxy Computer Education & training Institute

 **Customer service /CIS**

 Galaxy Computer Education &training Institute

 **Secretary and modem Office**

 Real Time Training Development Center UAE

**Additional Skills**

* Efficient Team player & Team building skills
* Time Management
* Best Negotiation & communication skills
* Highly energetic and self-motivated resource.
* Creative problem-solver and achiever with convincing skills.
* Excellent communication & leadership skills.

**Reference**

Will be furnished upon request