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| **Curriculum Vitae**  [**Fazil.363076@2freemail.com**](mailto:Fazil.363076@2freemail.com) | | | | | |  | |
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| **OBJECTIVE** | | | | | | | |
| To be associated with a progressive organization to become a part to the team that dynamically works toward the growth of the organization to utilize my complete potential and creative skill pushing myself for the limits on order accomplish of task for the betterment of the company. | | | | | | | |
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| **PROFESSIONAL EXPERIENCE** | | | | | | | |
| * **NATIONAL DRILLING COMPANY(NDC) AS A PRO AND DOCUMENT CONTROLLER(From 2014Jan to 2017April)** | | | | | | | |
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| ***Job Responsibilities:-***   * Labour& Immigration work * Applying security pass (CNIA) send to police * Good knowledge about UAE labour laws * Typing security pass (CNIA) * Typing all Department forms (Arabic & English) * Providing the services to government regulations and approvals and at the same time to contribute/assist in the office operations whenever required. * Health insurance applications and renewals * Applying for visa (visit visa ,short term mission visa etc.) * Applying all international visa (uk,Canada America Russiaetc.) * Sending employees a notification on documentation required prior to their visa/labor card expiring. * Assisting all GM sponsored staff and their dependents in the medical check process. * General Office Correspondence & Administration * Safe keeping of confidential documents, other office files, correspondence, reports available for reference * Co-ordination with clients and other Departments. * Achievement oriented with high energy and positive attitude. * Co-ordinate with the I.T. service providers for regular maintenance * Keeping details of several invoices * Retrieving business related information from Internet. * Prepare all documents relating to visas, sponsorship, labor cards, licenses and permits * Can handle all types of attestations * Planned and implemented PR strategies.  |  | | --- | | **FIRST GULF BANK (FGB) AS A PRO (From 2011Dec to 2014Jan)** | | | | | | | | |
| ***Job Responsibilities:-***   * Organize Periodic Renewal of Trade License & Internet license. * Submission of Correct documentation to the Ministry of Labour& Immigration for visa application. * Take, submit & collect all necessary documentation in order to organize all employee official paper works. * Arrange medical test, Emirates ID, Health Insurance &visa stamping on passport. * Accompany the employee as they exit the country. * Represent the company at location such as the police station, Airport, Hotels, Embassies, (HAAD) Ministry of Health, Notary public, Departments and in accordance with service such as (Mobil, Landline, Internet, electricity connection/disconnection.) * WPS account opening procedure along with addition of employees * Organize new &renewal of car registration & vehicle Test. * Responding to staff inquires and resolve client issues. * Adhering to the provided work schedules, positively and respectfully. * Recruiting staffs as per company rules and regulations. * Reporting to H.R manager and operation manager regarding the issues. * Excellent team member with good leadership qualities * Desire to learn and work hard * Aggressive and innovative approach and having a desire to do something better than existing * Comprehensive problem solving abilities  |  | | --- | | **Worked as a D.T.P. Operator with Recent Offset Printers in Kerala, India**  **For One Year** |   ***Duties Performing***   * Making Booklets & Broachers (Arabic, English,) * Designing for Four color printing work * Co-ordination with clients and other Departments. | | | | | | | |
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| **Education (Academic)** | | | | | | | |
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| **Bachelor of Commerce (B.com)** | | | | |  | | |
| [Calicut University, Kerala – India] | | | | | | | |
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| **Higher Secondary Certificate (+2)** | | | | |  | | |
| [Calicut University, Kerala – India] | | | | | | | |
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| **Education (Technical)** | | | | | | | |
| **English Type writing (Lower & Higher)** | | | | |  | | |
| [Kerala Government Technical Education, Kerala – India] | | | | | | | |
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| **Computer Word Processing – English (Lower & Higher)** | | | | | | |  |
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| **Computer Knowledge** | | | | | | | |
| * Advance knowledge in Windows | | | * Good knowledge in Internet Browsing | | | | |
| * Software Installation (English & Arabic) | | | * MS Word, MS Excel | | | | |
| * Certified in A+ Certification (Computer Hardware 1 year cours | | | | | | | |
| **Summary** | | | | | | | |
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| **Gender :** | | | | **Male** | | | |
| **Marital status :** | | | | **Single** | | | |
| **Nationality :** | | | | **Indian** | | | |
| **Date of birth :** | | | | **21/05/1989** | | | |
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| **Passport Validity :** | | | | **02/11/2020** | | | |
| **Languages Known :** | | | | **English, Arabic& Hindi** | | | |
| **Visa Status :**  **Experience:** | | | | **Residence Visa (Transferable –Visa)**  **5 years** | | | |
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