**SYED**

**SYED.364961@2freemail.com**

**OBJECTIVE:**

To secure a promising job in a well reputed & established organization that can enhance my skills, knowledge and potential.

**POSITION DESIRED:** **Public Relation Officer or HR/Administrative**

**SKILLS:**

* Excellent interpersonal skills in Public Relations and Administration.
* Excellent ability to communicate efficiently and intelligently with people of different walk of life.
* Specialized in labor and immigration visa processing work of Jafza (Jebel Ali Free Zone Authority).
* Good knowledge of HR Work also experienced in disbursements of salaries, wages (WPS) and other benefits of employees.
* With skill in keeping and maintain business / office records.
* Ability to work under pressure.
* Proficient in Windows and MS Office.

**EDUCATIONAL BACKGROUND:**  Masters of Business Administration

 Major in Human Resources and Marketing

 Mohammad Ali Jinnah University (Affiliated with University of Karachi) Karachi City, Pakistan

**WORK EXPERIENCE IN UAE:**

 **November 2006 to present Position: Public Relation Officer**

 **Intercat Hospitality, LLC /Harbour Inn Club Dubai, UAE**

* + - Preparing New and Renewal Visas of all the Jebel Ali Free Zone Authorities Staffs.
		- Preparing the New and Renewal Employment Cards / Labour Cards of Jebel Ali Free Zone employees.
		- Preparing Employment Contracts, Transfer of Sponsorship and Employees Cancellation as well.
		- Preparing Visa Medical and Occupational Health Card Medical.
		- Preparing the Gate Passes of the Jebel Ali Free Zone Employees.
		- Keep track of all the Passports of the employees.
		- Processing and follow up the Emirates Id of all the employees.
		- Updating all the Visa, Employment Cards and Passports details in the system.
		- Establish Maintain and Update Employees files and also placing Visa, Labour Card and Passport copies in employee files.
		- Set up and maintain files for all postings, including creating the posting numbers, placing all resumes in correct order.
		- Responsible for the preparation of documents required for joining formalities of new staff , renewal of visa of staff, cancellation of visa of staff ( exit formalities ) to Ministry of Labor, JAFZA and Ministry of Immigration.
		- Prepare HR correspondence such as Salary Certificate, Increment and Promotion Letter, No Objection Letter, Warning Letter, Termination Letter, Renewal Letter etc.
		- Responsible for mobilization, accommodation and pre- induction of new hired staff.
		- Prepares for the application salary ATM card of new hired staff and subsequently submit to the bank.
		- In charge for opening file of new joiner.
		- Dealing with all telephone calls, fax and emails in relation to queries of the department.
		- Dealing with the Ministry of Foreign Affairs for the attestation of Educational Certificates or other Company documents.
		- Arranging Employee of the month and Birthday Parties with the coordination with Manager.

**WORK EXPERIENCE IN PAKISTAN:**

2001 – 2006: **Positions: Account Assistant**

 **Company:**  Al-Hamra Medical Centre, Karachi

* + - Monitoring and Control Books of Accounts.
		- Control / Update daily Bank position & Bank reconciliation.
		- Preparing Income and Expenditure Account and Trial Balance.
		- Monitoring and Controlling Payroll.
		- Encode important documents / letter.

**PERSONAL INFORMATION:**

 Gender : Male

 Civil Status : Married

 Citizenship : Pakistani

 Language and Dialects : English, Urdu

 Visa Status : Residence Visa (JAFZA Visa)

**REFERENCE:**

Can be furnished as required.