**MAHMOUD**

**MAHMOUD.365132@2freemail.com**

***OBJECTIVE***

Develop an effective career by utilizing most skills in a professional environment to

achieve required outcomes.

***WORK EXPERIENCE***

**1. Al Nahda National Schools (** PRO **)** Nov 2015 – Mar 2016

**Duties & Responsibilities:**

* Issuance, cancellation & renewal labor Card, Residence & Visas.
* Work on systems (Tas-Heel & Fawri).

**2. Prestige Management Consultancy & Studies (** PRO **)** Oct 2014 – Nov 2015

**Duties & Responsibilities:**

* Issuance, cancellation & renewal labor Card, Residence & Visas.
* DED & DAMAN transactions.

**3. Sahab Property & Maintenance (** PRO **)** Jan 2014 – Oct 2014

**Duties & Responsibilities:**

* Issuance, cancellation & renewal labour Card, Residence & Visas.
* Abu Dhabi Municipality, DED, DAMAN and Banks transactions.
* Real Estate Agent

**4. Al Dhafra Co-Operative Society (** Administrative **)** Jun 2007 – Oct 2008

**Duties & Responsibilities:**

* Camp Supervisor
* Monitor the validity of Security pass, Labour card, and residence.

***Personal and technical Skills***

* Strong background of UAE Labor law & Immigration.
* High level of interpersonal skills to work effectively particularly with local government bodies.
* Oversee the processing of all types of visas.
* Monitor the renewal of permits and licenses.
* Appropriate action and be a decent each event in the area to work on the administrative level or with colleagues.
* The ability to control quality during periods of pressure at work.
* Strong Time Management skills
* Continuity in the search for what would develop my career and personal goals of the employer.
* Excellent MS Office skills (MS Excel, MS PowerPoint).
* Proficient typing skills in English and Arabic.

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|  |  | ***EDUCATION*** |  |
|  |  |  |  |  |
| **SECONDARY CERTIFICATE** |  |  | 2004 |
| Abu Dhabi**,** UAE |  |  |  |  |
| **Other Courses and training:** |  |  |  |
|  **Certificate in ICDL.** |  |  | 2004 |
| Abu Dhabi, UAE |  |  |  |
|  **Certificates Software & Hardware Support Skills** | 2005 |
| Abu Dhabi, UAE |  |  |  |
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|  |  | ***PERSONAL INFORMATION*** |  |
|  |  |  |  |  |  |
| Nationality: | Palestinian |  |  |  |
| Date & Place of Birth: | 19th MAR 1986 | - | U.A.E. (Abu-Dhabi) |  |
| Gender: | Male |  |  |  |
| Marital Status: | Single |  |  |  |
| Language Skills: | Arabic & good English |  |  |  |

***REFRENCES***

* Available Upon Request
* Having U.A.E. Valid Driving License