***CURRICULUM VITAE***

***Khalid***

***Khalid.365753@2freemail.com***

***Objective***

***Seeking a responsible position where my abilities and potential can be fully and effectively utilized and which offers opportunities for growth and advancement.***

# ***Personal Details***

**Age : 40**

**Place of Birth : U.A.Q**

**Language Known : Fluent Arabic, English, Urdo and Hendi**

**Marital Status : Married**

**Nationality : Omani**

# ***Academic Qualifications***

***Al Ameer Sec. Boys School Umm Al Quwain.***

 ***Secondary.***

# ***Computer Skills & Other Skills***

* ***Working knowledge of the internet and computers.***
* ***Typing in English & Arabic very good.***
* ***Ability to work as an effective team leader***

# ***Work Experience***

***Working in Dubai police - Bur Dubai 1991 – till present***

***Duties and Responsibilities:***

* ***Reporting directly to the General Manager.***
* ***Obtain and renew all visas, Work permit, Residence, Civil IDs, Driving Licenses for the employees and their families***
* ***Schedule staff’s visa, medical, coordinating with other internal and external departments.***
* ***Collect all appropriate documents necessary for visa and permits required to be processed***
* ***Responding to staff queries on visa/Labour/Passport related matters***
* ***Ensure all visas, medical and labour permits are up to date and arrange timely renewal***
* ***Follow up on residency renewals***
* ***Assist in the arrangement of personal visit visas for employees***
* ***Check for any updates on local laws and ensure compliance with the same.***

***Worked as P.R.O in Mazaya Building Mat Company***

***For 3 years***

***Duties and Responsibilities:***

* ***Reporting directly to the Manager.***
* ***Collect all appropriate documents necessary for visa and permits required to be processed***
* ***Responding to staff queries on visa/Labour/Passport related matters***
* ***Ensure all visas, medical and labour permits are up to date and arrange timely renewal***
* ***Follow up on residency renewals***
* ***Assist in the arrangement of personal visit visas for employees***
* ***Check for any updates on local laws and ensure compliance with the same.***