# Ammar

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# Ammar.366568@2freemail.com

**Personal Information:**

* Date & Place of birth: 10-03-1981, Damascus, Syria.
* Nationality: Syrian.
* Marital Status: Married.
* Driving License: Available, Abu Dhabi.
* Character: Very ambitious, outgoing in friendly environments & keen on self improvement.
* Visa Status: Residence Visa.

 **Job Objectives:**

* Seeking a respectful position at a well-established firm where I can, as part of the team, aim through the various skills I possess to achieve the goals identified by the management in order to feel secure & gain career advancement opportunities.

**Work Experience:**

* 15/02/2017 up to date **Public Relations In-Charge.**

 NDT corrosion control services. UAE

* 01/11/2015 \_ 01/02/2017 **Logistic In-Charge.**

Emirates Security, Part of Emirates Transport. UAE

* 01/04/2011 – 07/06/2015 **NSI & PSBD Coordinator , Head of Dept.**

Al Falah Security & Services. UAE

* 01/09/2008 – 15/01/2011 **HR & Public Relations Officer.**

 M & M Constructions. UAE

* 16/04/2007 – 16/06/2008 **Sales &** **Marketing Representative.**

 Triangle Co. For Trading & Enterprises. Syria

* 28/08/2005 – 13/06/2006 **Sales &** **Projects Coordinator**.

Abu Dhabi Medical Industries, UAE

**Main Job Responsibilities:**

* Marketing the products of the company.
* Arranging the appointments.
* Attending the meetings.
* Presenting company to the clients.
* Responsible for the effective and efficient day to day operations of the Sales & Marketing.
* Handling production process.
* Taking full responsibilities for all orders from receiving inquiries, submit quotations up to handing over the projects.
* Following up the tenders and bids.

**Public Relations Officer Main Job:**

**Interfaces and dealing with all the below mentioned:**

* **Immigrations** (**Musaffah**) **and** ( **Al** **Mahallia**)
1. Issue Visit Visa and personal Visa.
2. Issue Residence Visa.
3. Modify Profession.
4. Cancel Visit Visa and Residence Visa.
5. Modify Professions.
6. Adjustment of status.
7. Put the documents in our box in immigration and bring documents also.
* **Ministry Of Labour** (**If** **Necessary**).
* **Municipality**.
1. New & Renew commercial licence.
2. Issue and cancel PRO Card ...etc.
* **All the Banks** in Abu Dhabi (Cash, deposit, sending documents, Bring documents ...etc.)
* **Dealing with All Government Departments and Most of the Ministries in Abu Dhabi.**
* **Daman Insurance.** I have good background for the same also.
* **Infinity Service.**

 A. Issue and Cancel labour cards.

 B. modifies Contracts.

 C. Modify Profession.

* **Abu Dhabi Airport** .Dealing with the immigration in the airport also when necessary.
* **Emirates Posts**. Dealing with all emirates posts transactions.
* **Health Authority:** Issuing the medical certificates and all transactions.

**Al Falah Security & Services Main Job:**

**Interfaces and dealing with all the below mentioned:**

* Ministry of Interior.
* Privet Security business Department.
* National Security Institute.
* Ministry Of Foreign Affairs.
* All Embassies.
* Police F. Print.
* UAE ID.

**Key responsibilities:**

Responsible for licensing of the security guards and security supervisors and security managers and all associated processes under **National Security Institute** and **Privet Security business Department**.

**Academic Background:**

* 2003 – 2004 High School Degree, Syria
* Mar, 2000 – Apr, 2000 MS Office, Galaxy Computer Education, UAE

**Appreciation certificates:**

* Appreciation certificate from Ministry of Interior **P**rivate **S**ecurity **B**usiness **D**epartment on 2013

**Languages:**

* Arabic : Mother tongue.
* English : Very good in speaking, reading & writing.

**Skills:**

* Ms Office (Word, Access, Excel, etc…)
* Very good at troubleshooting Windows systems.
* Very good at Internet surfing & data mining.
* Very good understanding of computer operation.
* Fast English & Arabic typing.

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\* Supporting Documents: available when needed.