

**NIDAL**

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**Curriculum Vitae**

**Apply For Pubic Relation Officer (PRO)**

**PROFILE**

I am highly motivated individual with a keen eye for detail. I am looking for an opportunity to prove my worth and advance my career as far as possible. I consider myself to be an effective team player with excellent work skills.

I believe given a chance I would become an asset to my company immediately.

**CAREER EXPERIENCE**

* Working as **PRO** in **Galadari Group**, Dubai – U.A.E (**Oct 2015 to till date**).

**Duties & Responsibilities:**

* + Organize periodic renewal of Licenses
  + Submission of correct documentation to the Ministry Of Labor for visa applications & immigration.
  + Submission of correct documentation to obtain licenses and efficient collection of Licenses to take place when completed
  + Take, submit & collect all necessary documentation in order to organize all Employee official paperwork.
  + Arrange medical tests, passports, memos, promotional draws and fine resolution.
  + Represent the Company at locations such as the Police Station, Airport, Hotels, Embassies, Ministries/Municipalities & other significant Departments & in accordance with services such as mobile & landline phone services
  + Accompany the employee as they exit the country.
* Worked as **PRO & Operation Officer** in **Rukun Aljawdah Plastering & Tile Cont** ,

Sharjah – U.A.E (**Mar 2013 to Sep 2015**).

**Duties & Responsibilities:**

* Deal promptly and productively on general enquiries about PRO functions
* Assist the office in determining any issues identified with organization vehicle registration and renewals
* Acquire visas from different Embassies in UAE for staff members for business related travels
* Knowledgeable enough on the process of getting residency permits etc.
* Worked as **Operation & PRO** in **Servo Transport L.L.C** , Ajman – U.A.E

(**Feb 2007 to 2013**).

**Duties & Responsibilities:**

* Develop a marketing communications plan including strategy, goals, budget and tactics
* Develop media relations strategy, seeking high-level placements in print, broadcast and online media
* Coordinate all public relations activities
* Direct social media team to engage audiences across traditional and new media
* Leverage existing media relationships and cultivate new contacts within business and industry media
* Manage media inquiries and interview requests
* Worked as **PRO** in **Al Qariya TV**, Dubai Media City – U.A.E (**Jan 2006 to Jan 2007**).

**Duties & Responsibilities:**

* Experienced in visa and other transactions, knowledge of DUBAI and UAE Labor Law.
* Well-developed skills in written and spoken English & Arabic.
* Able to work under pressure to demanding time pressures and to meet deadlines.
* High level of professionalism and personal presentation at all times
* Worked as **PRO** in **Al Dyar Used Car,** Dubai– U.A.E (**Sep 2003 to Dec 2005**).

**Duties & Responsibilities:**

* Monitor, analyze and communicate PR results on a quarterly basis
* Evaluate opportunities for partnerships, sponsorships and advertising on an on-going basis.
* Build relationships with thought leaders to grow industry awareness
* Maintain a keen understanding of industry trends affecting clients and make appropriate recommendations regarding communication strategy surrounding them
* Worked as **PRO** in **Al Jazy Travel & Tourism**, Jordan (**May 1995 to June 2003**).

**Duties & Responsibilities:**

* Manage media relations and requests
* Write press releases, speeches and other PR copy
* Plan and supervise events, fairs, conferences etc.
* Support the implementation of promotional plans
* Present solutions in times of PR crisis
* Facilitate the resolution of disputes with the public or external vendors
* Lead survey initiatives and analyze public opinion

**PERSONAL INFORMATION**

* Language : Arabic and English
* Nationality : Jordanian
* Date of birth : 30/05/1976
* Place of birth : Jordan
* Marital status : Single
* Visa status : Employment visa (Dubai)
* License : Dubai Valid Driving License

**EDUCATION**

* High School Education With Scholastic Records
* Complete Documents Production Course (Galileo)
* Complete Comprehensive Course Concerning MS Office Application , Arabic World institute in Amman (Graduated with Excellent Scholastic Record)

**CAREER OBJECTIVE**

* A mid-level position with an opportunity for growth and advancement within the scope of my studies or other related fields.

**SKILLS AND ABILITIES**

* Have a good experience in public Relation Officer (PRO).
* Have a good Relationship in Embassies, immigration, Ministry Of Labor, Ministry Of Law And All Gov Departments.
* Excellent ability to work under pressure.
* Excellent computer knowledge.
* High problem solving ability.
* Work very well independently or with a team.
* Self motivation.
* Study desire.

**REFERENCES**

Available upon request.