Amir

 Amir.368673@2freemail.com

# **Professional Experience:**

Excellent experience and relation with government departments officers and able to solve any government issue and any visa approval with guarantee. Ministry of Immigration, Ministry of Labor, Dubai Land Department Emirates, Health Department (Medical) Ministry of health Dubai., good interpersonal skills UAE Labor Law and Dubai Tourism Policies and Excellent knowledge of UAE Labor Law.

**Professional Information:**

 Nationality : Egyptian

 Date of Birth : 25th of October 1983

 Marital Status : Single.

 Military Service : Finished

**Work Experience:**

**Public Relation- Public Relations Officer and Government Relations Since 2011**

**1- Public Relations Representative For the following Companies in UAE From 2013-2017**

* AL RABYA ELECT.FENCING MANUFATURING L.L.C
* AL RABYA SHIP CHANDLER
* PRIME TOWER HOTEL
* PRIME TRADING
* PRIME VETERINARY
* AL KHALID GENERAL TRANSPORT
* AL RABIAH ENG. CONSULTY LLC
* TEXAS MEDICAL LAB
* NAT DÉCOR EST
* ROI HOLDING

**2- Public relations and distribution representative in UAE &Amman From 2011 until 2013**

* ASRAR ALJAMAL COMPANY

**Professional Responsibility:**

* Acquire visas from different Embassies in UAE for staff members for business related travels.
* Collect all appropriate documentation necessary for visa and permits required to be processed.
* Arrange visa (work permit, husband sponsored visa, visit visa etc.) for expatriates and their family.
* Schedule staff’s visa, medical, coordinating with other internal and external departments.
Organize visas for holiday and business related travel for managers as required.
* Responding to client and staff queries on visa/labor/passport related matters.
* Assist in all general inquiries concerning UAE immigration matters.
* Maintain data on, and monitor, all applications and approvals.
* Procedures Controlling In & Out of Custody of Passports and generate weekly report to follow up with employees Update & maintaining employee information in the System.
* Ensure all visa, medical and labor permits are up to date and arrange for timely renewals.
* Preparation of all visa refund applications.
* Makes sure all business and trade Licenses are updated, follow-up official approvals and permits, to prevent unnecessary violations.
* Represent the company at different offices like Airport Embassies, Police Station, Ministries/Municipalities and other government Departments.
* Monitor changes in rules in the various government departments and continuously advise BAL management and staff on new rules and procedures.
* Change in Sponsorship or Visa Transfers.
* Prepares the documents for Trade License Renewal prior in advance.
* Assist the office in determining any issues identified with organization vehicle registration and renewals.

**Educational Qualifications:**

Technical Diploma, Cairo Egypt

**Skills:**

* Great organizational skills / Excellent computer skills
* Solid background on UAE Labor law most importantly on Immigration rules and regulation. Strong verbal and written communication skills
* Able to work under pressure to meet demands and deadlines if the need arises
* Able to work under own initiative and as part of a team
* Able to work in a fast-paced environment with a high-volume caseload.
* Effective interpersonal skills to successfully work with local government ..