**ASHOKAN**

**Email:** ashokan.369005@2freemail.com

 

**The General Manager / HR Manager**

Dear Sir/ Madam,

I would like to express my strong interest concerning employment opportunity in a well-established organization such as yours. As I am planning to move, this could potentially signify the beginning of a prosperous and gainful relationship between your organization and me. I am seeking a challenging position as **Public Relations Officer with a reputed company.**

I have over 15 year of high quality experience in Public Relation management and Sales. I have excellent knowledge of **ARABIC /ENGLISH / HINDI / MALAYALAM** and I hold **UAE Driving License** and **Indian Nationality**.

My educational background along with the professional experience and my personal skills, provide me with the opportunity to be an excellent team player with a sound ability to judge and make decisions quickly and effectively. Unknown situations motivate my efficiency to act under pressure and within deadlines.

Apart from that I would say that I have strong communication skills, which have armed me to come in contact with persons of different profiles, and thus build heavily on my people-handling skills. Finally, I have the passion, enthusiasm and self-motivation to be a valuable member of your team.

I attach my curriculum vitae for your further reference, summarizing my educational background, my work experience and other skills.

An expression of your interest would be highly appreciated, as I am looking forward to be given a chance to elaborate on my skills and qualities, which could add value to your organization. Therefore, I would be pleased to conduct an appraisal interview with a representative of your organization in any time you would deem as appropriate.

**I can join Immediately.**

Thanking you in advance

**Ashokan**

**Encl : Resume**

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**Professional Objective**

**PUBLIC RELATIONS OFFICER**

**Executive Profile**

# Highly talented Executive with high quality of 25 years experience in multi-cultural environment in UAE/ Saudi Arab managing public relations and sales for leading companies. Maintain excellent written and oral communication skills, problem resolution abilities, and a high level of confidentiality. Ability to develop an effective working relationship with colleagues and affiliates at various levels and willingness to continuously acquire new competencies and accept new challenges. Strongly self-motivated, enthusiastic, and committed to professional excellence. Knowledge of – English, Arabic ,Hindi and Malayalam languages. Seeking a challenging career position as a Public Relations Officer with dynamic company offering long-term opportunities for professional growth in recognition of dedication, drive, and superior performance.

**Core Competencies**

 ♦ Public Relations Management ♦ Corporate Identity / Reputation Management

 ♦ Planning & Organizing ♦ Cross-Cultural Work Environments

**Career Highlights**

**Tulsidas Lal chand General Trading Co. LLC 1997 to date**

**Public Relations Officer Dubai, UAE**

Provide leadership and direction as **Public Relations Officer** for a reputed import and export company based in Dubai.

* Process New Hire paperwork like completing Visa & Immigration Department formalities.
* Oversee the complete **Public Relations activities** of the company with the External Institutions, related to UAE Law, matters related to medical, vehicle and property.
* **Developed** **excellent relationships with the Senior Govt. officials in various Ministries including Ministry of Labour / Immigration/ JAFZA / DMCC / Economic / Health Dept/ Dubai Municipality/ Ministry of Education/ Ministry of Transportation / Dubai International Airport / Ministry of Economic/ Dubai Police / CID.**
* Developed excellent knowledge about the Labour Laws and procedures.
* Serve as liaison between the company and the workers. Helping in resolving various problems between company and the Govt. Depts.
* Coordinated with various Embassies for renewal of employee’s passport and other official matters.

**Al Hamour Marine Company 1991 – 1996**

**Public Relations Officer Dubai, UAE**

Joined Al Hamour Marine Company dealing with Marine equipments, sports items and garden furniture as Public Relations Officer.

* Responsible for Preparation, Submission, new Employment Visas, Visit Visas, Transit Visas Different.
* Responsible for Passport Renewal and Traffic Department, New Vehicles Registration and Renewal. Renewal of office and Labour Camp Tenancy contract.
* Maintained personal files of the workers and staff.
* Responsible to represent the company in all governmental and semi governmental departments.
* Responsible to looking after all the relevant affairs of the Labour camp.

**Khalil Al Dohayam 1981 – 1986**

**Driver Cum Salesman Saudi Arabia**

Represented company interests in the territory of Saudi Arabia by **promoting the sales** Supermarket Products **through Retail & Wholesale Establishments including payment collection.**

* Drove Vehicle over established route to deliver and sell products and render services. Promoted sales of Supermarket Products.
* Developed and maintained positive and professional relationship with all the Clients
* Performed regular visits to Retail Establishments, reaffirming business relationships, to promote product and boost sales.
* Maintained market share of products and business development by analyzing and cross check competitors’ activity.
* Realized 100% payment from the market through effective monitoring of records.
* Consistently achieved exceptional sales by applying influential selling techniques and demonstrating dynamic customer service through personalized communications.
* Visited retail establishments (**Small Grocery Stores and Supermarkets**) and promoted the sales of the Products.

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**Career Highlights**

* Delivered such items as soft drinks to Retail Establishments.
* Wrote customers orders and instructions.
* Recorded sales and deliveries information on daily sales and delivery record.
* Called on prospective customers to solicit new business. Prepared order forms and sales contracts.
* Informed regular customers of new products and services. Listened to and resolved service complaints.
* Placed stock on shelves and racks. Cleaned inside of Vehicle.
* Performed routine maintenance on Vehicle. Loaded and unloads vehicle at beginning and end of trip.

**Education Qualification**

**Bachelor of Arts (Economics)**

Kerala University

**Technical Skills**

Proficient in the use of: MS-Office (Word/Excel)

**Personal Details**

**Nationality** : Indian

**Gender :** Male

**Languages** : English / Arabic /Hindi/Malayalam/Tamil

**Date of Birth** : 10-10-1968

**Visa Status** : Residence Visa

**Driving License** : UAE