

 **URRICULUM Imran**

 **ITAE Abu Dhabi ,UAE**

 **Email:** **Imran.374219@2freemail.com**

 **Position: PR Assistant cum Typist**

# CAREER OBJECTIVE

Seeking as a PR Assistant cum Typist professional experience and education will allow me to make an immediate contribution as an integral part of a progressive company.

# Qualification Background

I.COM

S.S.C Metric. Science

# Academic Background

MS Office 2010 & 2013 (06 Month Certificate).

English Language NUML (03 Month certificate).

# Key Strength

Administration,

Time Keeping,

Skillful, team player, Confident and multi-talented.

Quick Learner,

Typing speed of 50 wpm.

Fully physically fit with no addiction.

Fully computer literate with MS office computer software.

Able to work in a team environments.

Honest, hard working and methodical.

Good personality.

Communication.

Flexibility and Adaptability.

Creating a positive work environment.

Self Motivative.

Ability to work under pressure.

# Job Profile

**Dulsco HR Solution, HR Provider From Jan 2014 to Till date.**

**Associate Time Keeper Cum Admin Assistant.**

**MPS Operation Department, Abu Dhabi**

* Preparing and following the new joining and rejoining formalities.
* Preparing the manpower report absent report continues absent report and submitting to the head administration.
* Arranging salary certificate NOC request salary transfer letter warning letter and salary increment letter.
* Computes total time worked by employees, using computer, post time worked to master timesheets and additionally routes timesheet to the payroll department.
* Locate workers on job at various times to verify attendance of worker listed on the daily spotter sheet be designated spotter any industry.
* May calculate time worked units produced by piecework or bonus work employees, using calculator or computer, and also designated time checker or work checker.
* Complying with employees’ time production records, using calculator or computer.
* Review timesheets, work charts, plus time cards for completeness.
* Preparing all worker releases resignations and termination.
* Arranging worker for visa medical, finger prints and passport renewal.
* Every month preparing staff & labor time sheet and monthly reports.
* Arranging for all staff air ticket and air ticket reimbursement procedure.
* Dealing with all staff workers.
* Emergency leave formalities.
* Staff visa renews or non-renew procedure.
* Working closely with PMV to arrange transportation for workers and staff members whenever required.
* Preparing Invoices.
* Coordinating with the training division to make necessary arrangements for worker trainings.
* Coordinating with hospitals and insurance companying case of medical emergency.
* Protects organization's value by keeping information confidential.
* Maintaining proper filing.
* Sending and Distribution of Incoming faxes and emails.
* Making document of emirates id, medical, Immigration etc.

#  Job Profile

**Typist Cum PRO:-**

**Ayesha Husain Document Clearing. July 2007 to Dec 2013.**

* Preparing document and submission all types of visa for Schengen, United Kingdom, United States, Canada, Australia and other major countries embassy in UAE.
* Code and process applications into required electronic format.
* Review and check applications and supporting documents.
* Typing for Emirates ID Card
* Dubai Immigration online (E-form) visa application processing
* All kinds of Consulates & Embassies documentation
* Creating Professional letters for Embassies and Consulates
* Hotel reservation
* Scan documents into the database.
* Audit on-line applications for accuracy and completeness.
* Load information into prescribed databases.
* Maintain complete activity logs and prepare reports.
* Respond to requests for information and statistics.
* Retrieve and present required information in various formats.
* Manage application changes.
* Communicate with applicants telephonically and in person.

# Professional Experience

**Total four (10) experience in the field of timekeeper cum Admin Assistant, Typist Cum PRO.**

## 4 Years experience of a Time Keeper cum Admin Assistant Jan 2014 to till date.

##  Dulsco HR Solution Provider, LLC, Abu Dhabi.

* 6 Years experience as a Typist Cum PRO from July 2007 to Dec 2013.

 Ayesha Husain Document Clearing in Dubai.

# The Management Expertise

* Self-motivated & have the drive to overachieve on goals and targets set out.
* Confident & have effective selling skills.
* Having good listening skills.
* Excellent team player.
* Reliable and self-motivated

# Interest\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Study, Gathering Knowledge, Sports, & watching documentaries.

**Languages \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Excellent skills in speaking, writing and reading English, Arabic, Urdu.

# Personal Information

Name: Imran

Date of birth: 05 October 1987

Place of birth: Dubai, UAE

Marital Status: Single

Nationality: Pakistani

Passport number: AW0765422 (Valid till 27th FEB 2017)

UAE Visa status: Cancelled Employment visa

Driving License: Yes UAE (Valid till 25th Mar 2025)

 **Imran**