

* **OBJECTIVES**

**To find challenge and worthwhile career in a company where I can apply my skills and where opportunities for growth and development resides. To be able to meet people from different places whom I can show and share my knowledge. Can work under pressure on long hours and eager to share/learn new ideas. Willing to work a different environment and would like a full time employment in any location in United Arab Emirates.**

* **WORK EXPERIENCE:**

**KHALID AND JAMAL AL GHURAIR REALESTAE – DUBAI**.

Human Resources Executive cum PRO -NOVEMBER 2016 to Present.

**Job Profile:**

•Manage new joiner administration (Visa, Immigration, Emirates ID, Medical, MOL, New Joiner Documents)

Manage employee data set up and record maintenance (e.g. input and maintenance of records and other employee record systems including personal files)

Customer Service - Employee Queries, References, and Statements by phone and email

Manage employee initiated exits (e.g. document production and record maintenance)

Manage teamwork and ensure data and related information integrity and confidentiality

Keep custody of HR policies, processes (process maps) and other legal documents

Ensure legal & policy compliance.

Manage renewal of visa, EID, labor cards, status change, passport renewal and medical for K&J, City Care, Deira Gas, Al Srydan and Al Firdouse

Manage renewal of trade license, immigration cards, establishment cards, Civil Defense certificates, water tank cleaning certificates and employment visa cancellation for K&J, City Care, Deira Gas, Al Srydan and Al Firdouse

Manage leave salaries of employees for K&J, City Care, Deira Gas, Al Srydan and Al Firdouse

Manage Mr. Khalid & Family foreign visa applications.

Update life and medical insurance for employees of K&J, City Care, Deira Gas, Al Srydan and Al Firdouse

Manage documentation for bank guarantees.

Renewal of Nol Cards for City Care.

**Aajel Businessmen Service Center - Dubai / Sharjah**

### [Public Relation Officer](https://www.google.ae/url?sa=t&rct=j&q=&esrc=s&source=web&cd=1&cad=rja&uact=8&ved=0ahUKEwi227GU2r7KAhUJbBoKHR9ABUEQFggiMAA&url=http%3A%2F%2Fwww.bayt.com%2Fen%2Fjob%2Fpublic-relation-officer-pro-in-uae-1270417%2F&usg=AFQjCNFANHfcT2mxo7ntRPkOnbX1KluwuA&sig2=AYP47vp_qKE9U8UOmSSvqQ&bvm=bv.112454388,d.d2s) from June 2010 to November 2016 (6 Years)

**Job Profile:**

•To submit and ensure the processing of all types of applications and paperwork to the local government bodies, including but not limited to visit visas, employment or residence visas, car registrations, Trade License, labor permits, export license, economic license, foreign license, etc.  
•To proactively manage the timely renewal of all Employment Visas and Labor Permits.  
•Assist employees in renewing visas for their immediate dependents.  
•To assist all GM sponsored staff and their dependents in the medical check process.  
•Send employees a notification on documentation required prior to their visa/labor card expiring.  
•Manage the visa checklist as when the rules on visa/labor changes  
•Assist the company and the employees with visa arrangements in Embassies.  
•To maintain database of all passports and residence visas by scanning all documents and directly updating the database when details change.  
•Maintain and update the Free zone site on a regular basis by checking for expiry on CEC /gate pass/export licenses /portal accounts and ensure to manage the minimum required fund on the portal.  
•To renew all company related licenses prior to their expiry date.

**ALPHA TOURS – DUBAI**

**Operation Manager Assistant from April 2005 to May 2010 (5 Years)**

**Company Background:**

*“Award winning Alpha Tours team shines through consistently, since the company inception in 1996 as it is the Leading Destination Management Company of the UAE they retain their position as market leader, by embracing the vision, experience and insight of the Alpha team members”.*

**Job Profile:**

* Improve the operational systems, processes and policies in support of organizations mission - specifically, support better management reporting, information flow and management, business process and organizational planning.
* ensure operations function to promote growth and meet financial objectives

Manage and increase the effectiveness and efficiency of Support Services (HR, IT and Finance), through improvements to each function as well as coordination and communication between support and business functions.

* Play a significant role in long-term planning, including an initiative geared toward operational excellence.
* Invoicing to funding sources, including calculation of completed units of service.
* Organization of fiscal documents.
* Regular meetings with Executive Director around fiscal planning.
* Supervise and coach office manager on a weekly basis.
* Booking individual vehicles and all airport services ( marhaba ,ahlan ,vip lounge ,etc)
* Coordinate all arrivals and departures for all tourists
* Plan and coordinate city tours ,shuttles transfers

**DUBAI POLICE – Dubai**

**Policeman from May 2000 to Feb 2005 (5 Years)**

**Job Profile:**

* Write Traffic Reports
* Coordinate in Traffic jams
* solve conflicts between civilians
* Investigate and Solve Criminal and Civil Cases.
* **PERSONAL SKILLS:**
* A Reliable, adaptable and loyal person who possess excellent communication and personal skills.
* A self-motivated person with enormous energy and determination.
* Attentive and details enthusiasm, strong determination with positive perception.
* Decisive and forward thinking, with strong vision and strategic capability.
* Ability to network and liaise with clients at every level
* Capable of operating within highly competitive industries.
* Excellent communication skills both written and verbal.
* Motivational and credible with highly effective interpersonal skills.
* Ability to persist with a task until objective is achieved
* Strong and quick acquiring of new technologies.
* Ability to work in a team (Team Player) or individually.

* **EDUCATION**

High School (Academic / General) in 1998

Dubai, United Arab Emirates

* **COMPUTER PROFICIENCY**
* Microsoft office™ (Word, Excel, Power point, Etc).
* Windows™ (7™, Vista™, XP™)
* Adobe™
* Outlook™
* **Personal Details**

Name: Saddam

Date of Birth: October 01, 1978

Gender: Male

Marital Status: Married

Current Location: Dubai, United Arab Emirates

Nationality: Yemen

Religion: Islam

Driving License: United Arab Emirates

Visa Status: Residence Visa - Personal Sponsorship

Total Years of Experience: 14 Years

Availability to Join: Immediate

* **Languages Proficiency:**
* Arabic: Mother Tung
* English: Fluent
* Russian: Fluent
* **Contact Details:**
* Email Address: [saddam.376412@2freemail.com](mailto:saddam.376412@2freemail.com)
* **Phone Number (Mobile): +971504753686 / +919979971283**
* DECLARATION

*I hereby certify that the above information are true and correct to the best of my knowledge and belief and References Furnished upon request.*