**Ghazi**

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Ghazi.376880@2freemail.com

Born and raised in Dubai with 10 years of successful career in U.A.E with various reputed organizations. During my career journey I have established good working relations with Government officials that make my experience stronger.

**Work Experience:**

**Samsons Group:**

Jan 2012- Present

* DU Telecommunications
* Etisalat
* Pinne Apple Technologies
* Samsons Communications
* IL Caffe De Roma and Restaurant

Duties and Responsibilities

* Handled 12 license managing 300 employees solely
* Represent on behalf of the company and process all formalities with DNRD, MOH, MOL, DED, Courts, Police and other government bodies.
* Manage all government submission including but not limited to visit visa and employments visas, labor permits, car registrations, Trade License, Economic License
* Administer the portal system usage (e.g. Immigration/Labour /DED/etc.)
* Typing of Emirates ID and Medical test
* Process / Update / Renew of medical test of employees (restaurant) and license from health authorities MOH
* Timely renewal of visas, Trade licenses and immigration cards
* Assist employees with their dependents new visa, renewal and cancellation
* Proactively submit the cancellation and process exit pass for the employees as needed
* Application of visa quota
* Keep updated employee list every month
* Dealing with Notary Public with creation, rectification of Memorandum of Agreement
* Managing from A to Z business set up for new license
* Identify significant public policy issues that can be leveraged to support the work, and create and implement plans to exploit them
* Submit all receipts to finance for petty cash replenish
* Support GM, Hr and Admin department

**Al Shamsi Group of Companies**

March 2009- Dec 2011

**Muhannad Documents Clearance and Business Set up**

June 2006 – Jan 2009

**Personal Details:**

Age: 31

Nationality: Syrian

Place of Birth: Dubai – U.A.E

Education: High school

Driving License: Holding D/L Dubai

Visa Status: Residence Visa On Release

Language: Arabic, English, Urdu

**Certifications and Awards:**

Certificate of Appreciation from Dubai Police, U.A.E

Certificate from Computer Center (Sheikh Mohamed bin Rashid)