

**MUNEER**

**Email:** **muneer.378951@2freemal.com**

OBJECTIVE

*Seeking a challenging opportunity in a progressive organization that offers career growth, self-development and long-term prospects assuring my commitment , sincerity and diligence in work.*

**Attributes**

**BilingualwithFive years ofexperienceinAdministrative, HR andSecretarialField.**

* Smart-working, adaptable, self-motivated and self-starting team player*.* Strong in self-discipline and Administrative matters.
* Fluent in English, Arabic& Hindi / Urdu (Speak Read& Write) and having very good skill on computer operation systems-M.S office package.
* Experienced inAdministrative, Secretarial works &Conversant with UAE Visa Procedures.
* Excellent in English &Arabictyping andLetterdrafting
* Smart, team player &can adapt any situations ; have capacity to grasp new matters with ease and to meet thedead lines.
* Able to work on own initiative and as part of team, excellent in decision making and having strong sense of responsibility.

**JobProfile:**

1. Arranging and evaluating all applications and documents to be submitted to the Immigration Department (**GDRFA&E-VISION SYTEM**) and to the Ministry of Labor (**TASHEEL SYSTEM**) for the purpose of Employment Visas, Residence
2. Scheduling for staff visas , their **medical fitness** and coordinating with other internal and external departments and **Emirates ID application**
3. Collecting all appropriate documentation necessary for visa and permits required to be processed.
4. Document Expiry Control and ensure timely renewals
5. Prepares forms for Medical fitness and Occupational health cards of the company staff

Lodging labor complaints and absconding reports.

1. Filing and document controlling.
2. Translating documents from Arabic into English and vice Versa.
3. Drafting letters, email correspondences and documents both in English &Arabic.

o Other office administrative duties

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| **EXPERIENCE** |  |
| ***Designation*** | ***:Typist / General/ administrationofficer*** |
| Location | : Satwa, Dubai, UnitedArab Emirates |
| Period | : September2015 till September 2018. |
| ***Designation*** | ***:CashDesk Clerk,*** |
| **Company** | **:PowerDocuments Clearing ,Dubai, UAE** |
| Location | : Al Souq Al Kabeer, |
|  | Dubai, United Arab Emirates |
| Period | : from June2013 tillJune2015 |

**EDUCATION**

**Master’sDegree(M.A)inSociologyandpsychology** MADURAIUNIVERSITY ,

2013, Tamil Nadu,India)

**Bachelor’s Degree(B.A)in Sociology** Calicut University, 2011, Kerala,India)**Bachelor’s Degree(B.A) in *Arabic Studies*** Markaz University , Kerala, India,

(Affiliated to Cairo University, Egypt

**COMPUTERSKILLS**

Well versed with ***Microsoft*** **Word, Excel and Internet**

**LANGUAGESKNOWN**

**Goodcommandover professional Arabic, English(Spokenandwritten), Urdu, Hindi, ArabicandMalayalam**

**PERSONALDETAIL**

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| **Nationality** | **:** | **Indian** |
| **Date of Birth** | **:** | **23/11/1987** |
| **Marital status** | **:** | **married** |
| **Sex** | **:** | **Male** |
| **Visa status** | **:** | **90 days visit visa** |

**Ideclaretheabovefurnishedinformationistrueandcorrecttothebestofmy knowledgeand belief.**

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