

**RAFIH**

 Dubai, UAE

Contact No. C/o 0505891826

E-Mail: rafih.378999@2freemail.com

**PRO/HR Assistant/Typist/Administrator/Secretary**

**Objective:**

**To pursue a career in a reputed organization it will providethe opportunity to grow professionally and personally.**

**Personal skills:**

###### **Complete knowledge about UAELabor and Emigration Laws.**

###### **Knowledge about Business Set up in Dubai.**

###### **Energetic with pleasing personality**

* **A high degree of self-motivation and drive.**
* **Professional attitude with good general knowledge**
* **Fast learner, adjusting with any kind of pressure**
* **Ability to deal with people at all level**
* **Ability to flourish in a competitive environment**.
* **Good organizational skills**
* **Exceptional leadership qualities, yet work well with all team members**
* **Wellunderstanding skill in Written Arabic and English**

**Bachelor’s Degree**

Field of Study: B.A (Bachelor of Arts)

Institute/University: University of Calicut.

**Post-Graduation**

Field of Study: Sociology

Institute/University: kamaraj university,Tamil Nadu, India.

 Diploma in Functional Arabic and Urdu

**Bachelor of Education**

Field of Study: Social Science

Institute/ university: University of Calicut.

**Computer**

Field of Study: Diploma in Computer Application and Multilingual DTP.

Institute/University: DOEACC Society Chandi garh (Under Central Govt of India)

**Computer Skills:**

* **Typing Skill (English and Arabic)**
* Good knowledge of MS Office, (Excel &Word, etc………..)
* Good Knowledge of internet tools, facilities (Internet explorer, inter outlook)

**Work Experience**

* **Currently workingas a PUBLIC RELATION CLEARKin Alonwan Business Management Services. Dubai, UAE. Since JULY 2016**

**Job Responsibilities**

* Doing all emigration works for companies by EDNRD and NEW eForm
* Doing Emirates ID works(EIDA)
* Doing Medical fitness application and OHC (Health Card )
* PRO works for Labor documentation in Tas’heel
* Preparing Memorandum of Association for LLC Companies.
* Preparing Amendment Agreement and Share Sale Agreement
* Preparing Agreement for both Civil and Local Agent companies.
* Preparing Power of Attorney for the Court.
* To prepare the forms for Emigration and Labor needs.
* Translation work.
* Documentation for labor and emigration purposes.
* **3 years teaching experience in Arabic and Islamic Subjects in Islamic institutions in Kerala , India**

**Job Responsibilities**

* Responsible for teaching Arabic language and literature
* Responsible for teaching Islamic and moral science
* To offer comprehensive Arabic Language teaching programs to promote development of learning skill of students
* To implement the Institute’s plans and visions for teaching as well as outreach and da’wah activities
* To participate in development activities
* To facilitate, initiate and moderate class room discussion.
* To develop clear criteria for assessment of students.
* To keep good relationship with students and parents.
* Doing some secretarial works, supposed on me by management.

**Languages Known:**

* Arabic,English, Hindi, Urdu, and Malayalam
* **Personal Details:**
* Visa Status : Employment (Transferable)
* Date of Birth : 22/07/1990
* Sex : Male
* Nationality : Indian
* Marital Status : Single

**Declaration**

* It is here by declared that the above information is true to the best of my knowledge.

**RAFIH**