

**Objective**

# Currently seeking a responsible career opportunity in which I can fully utilize my skills, experience and where I can make significant to my employer.

 **Personal details**

Name : Ahmed

Date of Birth : 8\8\1979

Gender : Male

Marital Status : Married

Nationality : Egyptian

Email : ahmed-394608@2freemail.com

 **Education**

University Helwan

Certificate & Major Bachelor in Hotel management (Faculty of Hotel & Tourism)

Date of Graduation May 2002

Grand Evaluation Very good

 **Employment History**

|  |  |  |
| --- | --- | --- |
| **Organization** | **Position** | **Location** |
| **Current Employer**HEALTH CARE GROUP. |  **SENIOR P.R.O**- since 2017 till 2019 | UAE,Dubai, Abu Dhabi, Northern Emirates  |
|  |  **Senior PRO** | 2016 to last quarter of 2017  |
|  | **Senior PRO** **( Government and public relations Manager )** | Since 2008 till 2016, Dubai, Abu Dhabi, and Northern Emirates |

**Technical skills & Personal skills**

\*Excellent spoken & written English language. Arabic Tongue

\*Excellent communication skills.

\*Ability to work under pressure.

\*Effective decision making skills.

\*Cooperative, and working with the team

\*Excellent computer skills specially Word, Excel, and Power point,,,,,etc

\*Typing in high speed blindly in both languages Arabic & English using both hands professionally

\*Hard worker with accurate results

**Job's responsibilities:**

1. **Designation** : **Senior** **P**.**R.O**
2. **Reporting to** : Legal head
3. **Scope of Work** :

\* Oversee the smooth functioning of the Public Relations works Hiring, Training and evaluation of the performance

* Handling all work related to the DOH, DHA, MOH licensing for both professionals and facilities , FANR, MOI, MOHRE, DED, IMMIGRATION, POA, MOA,...and all work related to the government...etc.

\* Supervise the PRO and schedule his work and tasks

\* Ensure that no delay or ﬁnes or any late work

\* Supervise and arrange regular training for the PRO and update him or her with the latest rules and regulations in UAE

\* Adhere to the policies & procedures of the company as well as governmental rules & regulations.

\* Trade licenses control for the renewal, changing, modiﬁcation, or the new license procedures,,etc

\* Quotas applications with the needful follow up at the MOL

\* The Initial work permits applications

\* The work permits applications with the follow up for the approval

\* The entry visas applications with the needed follow up at the MOI

\* The residency visas and stamping on the passports procedures such as; EIDs, medical test, labor contracts,,,etc

1. Direct and provide guidance to the company PRO in his day to day activities.
2. Work with management to create & implement the company’s plans and promotions
3. Preparing monthly, weekly and monthly reports
4. Control for all the MOAs of the group
5. All the work related to the telecommunications, traffic and licenses, ministry of Economy and all the government work
6. Professionals licensing and Facility licensing in DHA & DOH. And MOH
7. Other duties as assigned.

**Interests**

# Music listening

* Ping pong playing
* Cars driving

**My Achievements**

I achieved the below points:

* I handled all difficult issues related to DHA, DOH and others related to licensing for both professionals and facilities.

\*Booking the difﬁcult trade names from the DED directly from the Director of the DED if needed

\*I had opened a lot of new licenses from the beginning to the end

\*Solving all the issues with MOL, MOI. and all the other government

\*Created a smart Sharing Folders with the needed orientation for my team and my colleagues for all the needed documents that we need in our operation

\*Translating from / to Arabic & English

\*Creating the needed POAs & MOAs with the Lawyers and the concerned Notary Public at the courts

\*All the other difﬁcult work and the new challenges ,,,,,etc.

Thanks and Regards to all