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** AREFIN**

Email **:**  arefin-399059@2freemail.com

Whatsapp no **:** **+971504753686**

Location **:** Abu Dhabi, UAE

**PERSONAL INFORMATION**

* Full Name **:** Arefin
* Date of Birth **:** 26th Sep 1973

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|  | Nationality | **:** | Bangladeshi |

Marital Status : Married

**Professional Summary:**

Highly-motivated, personable Public Relations Professional with 13 years’ experience in Public relations. Recognized for public image projection methodologies and activities. Efficient communicator with exceptional time management, problem-solving, and analytical skills. Flexible and adaptable to changing priorities.

**Experience:**

* **Currently working as a Snr Clerk-Admin Public Relation Office**
* **March 2007 to Present.**

**Responsibilities:**

* Receiving and releasing all AJC employees passport for going and coming from vacation or any other associated purposes.
* Releasing AJC employees passport any emergences cases & as directed by Management.
* Submit and ensure the processing of all types of applications and paperwork to the Management.
* Assist employees in the process of renewing visas and medical check process.
* Assist the company and the employees with visa arrangements in Embassies.
* Assist employees in the process of Passport renewing and arrangement in Embassies.
* To maintain database of all passports and residence visas by scanning all documents and directly.
* Updating the database when details change.

**Educational Qualification:**

* S.S.C (Secondary school certificate) 1989.

Board of Intermediate and Secondary Education Dhaka Bangladesh.

* H.S.C (Higher secondary certificate) 1994.

Board of Intermediate and Secondary Education Dhaka Bangladesh.

* B.S.S (Bachelor of Social Sciences)1996 ( Appear) National University, Bangladesh.

**Computer Skills:**

**Diploma in Computer Office Management.**

* Basic Networking.
* Operating systems and installation.
* MS Excel, MS Word, MS Power Point, MS Access, MS Outlook & Internet Application.

**Additional Skills and Capabilities:**

* Exceptional communication and interpersonal skills.
* Proven ability to manage social media metrics.
* Excellent leadership skills.
* Ability to manage multiple tasks at the same time.
* Able to operate computer and perform basic arithmetic calculations.

**Languages:**

* English.
* Arabic.
* Hindi.
* Urdu.
* Bengali.

**Declaration:**

I clearly declare that all my information has given above is totally unadulterated and submitted for your kind consideration.

**Arefin**