



MR. KHAN

Public Relations Officer Amer Tahsheel Typist – HR Assistant

Nationality: Indian | Date of birth: 25/12/1992 | UAE Visit Visa

ABOUT ME

Visa Typist cum Admin
Also work as PRO.

WORK EXPERIENCE

01/12/2023 – CURRENT Dubai, United Arab Emirates

VISA TYPIST AL ABWAB DOCUMENTS CLEARING SERVICES

- Registration of company on DCAA (Dubai Civil Aviation Authority).
- Registration of company on Dubai Municipality.
- Registration of company on TRDA Telecommunications And Digital Government Regulatory Authority (TDRA) - Dubai.
- Filling Application for fine Reduce of over stay .
- Trained New Fresher Employee .
- Amend Trade License \$ Modify business activities.

06/2022 – 11/2023 Al Satwa , Dubai , United Arab Emirates

PRO CUM VISA TYPIST (DOCUMENTS CONTROLLER) AL SHIZAWI TYPING \$ DOCUMENTS CLEARING

- MOHRE - Job offer letter / contact letter typing/ 1st Visit.
- MOHRE - Payment for second visit or labor card.
- MOHRE - Application for Company Quota Increase
- MOHRE - Application for Company Quota Modification
- MOHRE - Tau- qeem Visit
- MOHRE - Establishment information Updating.
- MOHRE- Application for Company Category Change
- MOHRE - Taw-jeeh Class training
- GDRFAD - Entry permit typing .
- GDRFAD - Fine Status Check
- GDRFAD - Visa Application status
- GDRFAD -Visa stamp typing.
- EHS - Medical typing .
- ICP - Emirates ID typing .
- ICP - Fine Payment
- ICP - Outpass
- ICP - Application for Immigration Status
- Dubins - Payment for Visa insurance (<https://www.dubins.ae/en/>) .
- Dubai police clearance certificate .
- Dubai police check bounce report .
- Dubai Apolice lost item report .
- Dubai police criminal status for financial transaction.
- RTA mulkiya registration .
- RTA travel license renewal.
- RTA fine payment .
- RTA application for dispute.
- Abu Dhabi police clearance certificate .
- Abu Dhabi traffic clearance certificate.

- Abu Dhabi lost item report.
- Abu Dhabi Traffic Fine payment .
- Abu Dhabi application for reduce fine.
- Abu Dhabi DAR payment.
- D E D - new license issue . (Instant / Normal/ E Traders).
- D E D - trade license renewal.
- D E D - voucher generation.
- Dubai municipality application for voucher discount.
- UAE pass creating for Resident or visitors.
- Emirates ID ,visa residence ,Driving license , Visa stamp download by UAE pass.
- Flight ticket and hotel booking.
- Renewal of Pakistani passport.
- Open bank account in Dubai in 2 minute.
- Apply for new Indian passport and renewal.
- Apply for Indian PAN card and bank account.
- Open account in National Stock Exchange and Bombay Stock Exchange.

04/2021 – 05/2022 Mirbah- Madha Fujairah, United Arab Emirates

ADMINISTRATION MANAGER CUM ADMIN ATLAS INTERNATIONAL ENGINEERING CONSULTANT

- Typing Complete Visa inside or outside.
- Making Salary Slip Making Invoice & Quotation
- Email revert & report head office
- Order Chemical From Ras Al Kheema & Sajja.
- Lead Delegation from Ministry Responsible for Safety.
- Making Report on MS Excel sheet for daily consumption and production of Water with PH, ORP, TDS, CHLORINE.

07/2017 – 12/2020 Delhi, India

TYPIST CUM RECEPTIONIST JESHAN CYBER CAFE

- Open trade License.
- Filling Tender for contractor.
- Apply online application for students for academics and competitive examination.
- Open digital Bank account and digital wallet .
- Follow up Transaction completed on government website by various department.

EDUCATION AND TRAINING

18/07/2011 – 10/08/2014 Delhi, India

B.A.HONS HISTORY JAMIA MILLIA ISLAMIA UNIVERSITY

Website www.jmiac.in

LANGUAGE SKILLS

Mother tongue(s): **HINDI**

Other language(s):

	UNDERSTANDING		SPEAKING		WRITING
	Listening	Reading	Spoken production	Spoken interaction	
ENGLISH	C2	C2	C2	C2	C2
URDU	C2	C2	C2	C2	C2

Levels: A1 and A2: Basic user; B1 and B2: Independent user; C1 and C2: Proficient user

DIGITAL SKILLS

Microsoft Office package: Microsoft Word, Excel, PowerPoint, Access | Spreadsheets (Excel Google Sheets Open Office Calc) | Full customer service. (spoken, explain the product, selling) | Communication and interpersonal

ADDITIONAL INFORMATION

HONOURS AND AWARDS

03/07/2013

Personality Development Workshop – India Islamic Cultural Centre New DELHI

HOBBIES AND INTERESTS

Reading News Paper & News Article

Attending Webinar to learn new skills , Browsing

Rubik Cube playing

COMMUNICATION AND INTERPERSONAL SKILLS

ENGLISH

TESOL / TEFL

- Teaching English to Speakers of Other Languages
- Teaching English as a Foreign Language

Link <https://www.worldtesolacademy.com/>

Certificate in URDU JAMIA MILLIA ISLAMIA UNIVERSITY

Certification in Excel Advance Write here the description...

PERSONAL DETAILS

Passport No :- N2608829

Passport Expiry Date :- 31/08/2025

REFERENCE



ANUP P BHATIA
HR CONSULTANT

Arabian Job Seeker

Helping you to search best jobs & talent since 2002

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INDIA: Office No 203, Balaji Heights, Chimanlal Girdhardas Road, Ahmedabad, Gujarat

Human Resource Management, Market Research & IT Consultant
Portal Services | Public Networking | Website Design | Digital Marketing

Manpower Recruitment (Professionals + Labors) | Remote Workers | Job Advertisement
Job Search Assistance | CV Writing - Distribution | Visa Service | Certificate Attestation

Manpower Sourcing - Recruitment Services



India



Pakistan



Nepal



Sri Lanka



Bangladesh



Philippine



Ethiopia



Egypt



Indonesia



Mexico

Providing Professional Services to Employers since year 2002
Authorised Foreign Representative of Licensed Manpower Agencies

Issue Demand Letter > Chamber of Commerce + Embassy Attestation >
Interview Candidates Online > Issue Visa + Ticket to Selected > Manpower Deployed