**Meeran Shaik**

meeran.243510@2freemail.com

**Summary**  
A qualified public relations officer with years of experience in immigration & labor office. Strong ability to plan and

meet work deadlines, enthusiastic, presentable and ability to understand clients requirements. Currently looking for a  
suitable Public Relation opportunity with well established, innovative and growing organization where I can use my  
knowledge & skills in achieving organizational goals.

**Skills**

Media relations MS Office  
Strategic management Time Management  
Event planning Customer service-orientated  
Personable and friendly Flexible  
Works well under pressure Accurate and detailed  
Knowledge of human resource laws Excellent planner and coordinator  
Social media knowledge Appointment setting

**Work History**  
September 2016 － April 2017

**HR Admin Officer/ PRO** **SMSA EXPRESS**  
Dubai

Conducted market analysis and monitored competitive activity.  
Designed and implemented strategic business plan objectives.  
Leveraged technical resources to design and create campaign deliverables, including e-mail invitations, articles  
and marketing videos.  
Consulted with advertising agencies to arrange promotional campaigns in all types of media.  
Managed all internal, external and crisis communications.  
Achieved company objectives by leveraging internal resources and collaborating with colleagues.  
Represented the organization to customers, the public, government officials and other external sources.  
Supplied marketing expertise to all company departments.  
Developed innovative marketing and PR strategies.  
Created messages, position statements and other corporate communications based on company's objectives.

October 2013 － August 2016  
**Public Relationship Officer** Majid Al Futtaim- **CARREFOUR HYPERMARKETS**Dubai

Attending to employees' queries pertaining to visa and other related process.  
Arrange the degree verification process as and when required.  
Process and monitor Sales Violation Report from the concerned Department.  
Assist the concerned Department in coordinating to their request of Police Permit for stock taking, Certificate  
of Origin/ Attestation, payment of (DEWA, Abu Dhabi distribution/Al Madina Real Estate / Etisalat/ Du etc)  
Ensure the renewal is one month before expiration of documents  
Ensure that no employee is under the company's visa and working for other companies apart from the Group.  
Observed employment matters confidential and sensitive personnel records and files.  
Represents the company in Immigration & Labor Department for processing and obtaining related documents

as per rules and regulations; labor approval, entry permit, employment visa, labor card, labor contract,  
residence visa, etc.  
Responsible for maintaining a good working relationship with local and national government offices  
Follow up application approval of the labor program, maintaining all Company official stamps and official  
government letter register to keep track of all official letters sent to Government, prepares monthly achievement  
report pertaining to PRO Department  
Attending to employees' queries pertaining to visa and other related process  
Arrange the degree verification process as and when required

July 2011 － October 2013  
**Assistant PRO** **Al Manzil Electronic LLC**  
Dubai- UAE

Deal promptly and productively on general enquiries about PRO functions  
Assist the office in determining any issues identified with organization vehicle registration and renewals  
Acquire visas from different Embassies in UAE for staff members for business related travels knowledgeable  
enough on the process of getting residency permits etc.  
Deal promptly and productively on general enquiries about PRO functions  
Assist the office in determining any issues identified with organization vehicle registration and renewals  
Acquire visas from different Embassies in UAE for staff members for business related travels  
Knowledgeable enough on the process of getting residency permits etc.

May 2008 － June 2011  
**Office Assistant/Messenger** **Azizi Invesments**  
Dubai-UAE

Determine destinations by referring to addresses on packages and documents  
Ensure that packages or messages are delivered in a time efficient manner  
Ensure that documents are ready for delivery by packing them in a safe manner  
Maintain communication with internal department of keeping an update on Documents  
Ensure the highest degree of security of shipment  
Taking acknowledgement of the documents taken care.  
Understand privacy rules and not tamper with document  
Maintain records of daily visits in the log book  
Open and sort incoming mail and deliver to appropriate recipients within the office  
Collection of client payments/Bank Deposits and Debt recovery  
Plan efficient to organize and centralized documents  
Use telephones to deliver verbal messages  
Take COD (cash on delivery) where appropriate and deposit cash into bank as instructed prior to the delivery

**Education**  
2012

**Bachelor of Arts**: **Arts & Commerce Vidyapeeth University**  
Kanpur- INDIA

**Personal Details:**

Date of Birth : 28nd October 1986

Nationality : Indian

Visa Status : Visit Visa Valid till Oct 2017

Languages Known : English, Hindi, Telugu & Urdu

Driving License : **Valid UAE DL**