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| **EIHAB** **EIHAB.357318@2freemail.com**­**About Me:**Looking to work and be a part of a corporation, one that believes in its employees’ potential, and help them to improve their skills, to achieve the company’s goals along with employees’ interests. Also I believe in my ability to innovate and excel in my job.**Skills:*** Administrative skills
* Strong sense of responsibility
* Creative thinking skills
* Self-Motivation & Teamwork
* Initiative & Problem solving
* Attention to Details, Organizing
* Stress management, Flexible
* Ambition, Willpower, Leadership

 UAE Driving License* **Nationality:** Lebanese
* **Birth Year:** 1985
* **Marital Status:** Single

**Education:*** **Bachelor’s Degree in LAW,**

Faculty of LAW, Damascus University, Syria.**Languages:**Arabic: Mother tongue. English: Excellent at (Speaking, Reading and Writing),* English Language Certificate:

Ministry of Higher Education, Damascus, Syria. **Computer Skills:*** Excellent computer skills on Windows system and Microsoft Office.
* Computer & Informatics Certificate:

Syrian Computer Society, Damascus, Syria. |  ***Professional Experience:**** **May 2015 - Present, Public Relations & Administrative Officer**

**Jashanmal National Company L.L.C, HR Department****Dubai, United Arab Emirates:*** New, Renew and Cancellation of the Visas and Labour Cards of Employees, through Government websites (Dubai & Abu Dhabi) .
* Government Relations: Performing all types of correspondence with Government authorities, and prepare all the necessary Letters & Applications to issue the Permits, Promotional Campaigns, Special offers and Discounts on the company's products.
* All Jashanmal group Trade Licenses (New, Renew, Cancel, Transfer and Amendments).
* Preparing and submitting all sorts of the applications that related to the Employees cases, and provide the professional and necessary solutions and explanations in each case.
* Preparing and updating all Reports related to work.
* Making the necessary translations for all sorts of Documents, from English to Arabic, and vice versa.
* Renew Company’s Vehicles Licenses, through RTA website.

- Doing all Administrative tasks required and follow-up, at scheduled times.* **October 2012 - March 2015, Banking Observer**

 **Commission Anti-Money Laundering and the Financing of Terrorism****Damascus, Syria:**- Carry out the Observation Tasks on all Financial Institutions (Banks, Companies and Exchange offices), to ensure that they apply the Laws and financial rules, especially operations related to foreign currencies.* Prepare the necessary Reports that include the Violations and Financial Crimes made by Financial Institutions, and the appropriate Sanctions for each case.
* Contribute in forming the Regulations of Foreign Currencies operations, and ensure that it’s applied legally.
* Prepare continuously Reports about work status, and reporting to the Secretary and the President of the Commission.
* Prepare and Carry out the necessary meetings with other Government Agencies, to put joint working mechanism to adjust the Financial Market under the Laws and Financial Rules.
* Doing all Legal and Administrative tasks required and follow-up, at scheduled times.
* **August 2011 - October 2012**

**Employee at Directorate of Legal Affairs, Central Bank of Syria****Damascus, Syria:** * Conducting legal research and studies.

- Providing professional opinions and solutions to the cases which I was assigned for. * Contribute in forming the Regulations of Foreign currencies operations, and suggest the penalties over parties who failed to comply, according to the Laws and Rules.
* Formulation and Examine the contracts that will be signing by the Central Bank of Syria.

- Doing all Legal and Administrative tasks required and follow-up, at scheduled times.* **January 2011 - August 2011,** **Representative of Public Relations**

**Al-Ramat Company for Tourism and Tourism Marketing****Damascus, Syria*** Representative of Public Relations in communication with families who wishing to enter the field of tourism and tourism investment.
* Providing various offers of tourism, tourism investment, and done a lot of contracts.
* Followed up with the investors inside and outside the company, even after the contracts.

* **2010, Representative of Public Relations**

**Fairgrounds (Ministries and Institutions Department)****Damascus, Syria** * Representative of Public Relations in communication with the Arab and foreign delegations.
* Accompany the delegations during their travels inside the fairgrounds.
* Provide assistance and explanations necessary for members of delegations.
* **2006 - 2009, Team Leader**

**Zara Fashion Company, Damascus, Syria*** Helping colleagues and Lead them to work together, and make sure that they are delivering good customer service.
* Ensuring that the staff feels happy, so the business can run smoothly and successfully, which will reflect positively to achieve the target.
* Organize the staff workload and scheduling their shifts, as well as monitoring them to make sure that they are doing well.
* Motivating the staff, meet the expectations, achieve the target.
* Helping with training and development.
* Handling complaints (from both staff and customers).
* Request items, helping with promotional events and some financial tasks like prepare daily sales reports.

***References:**** Available upon request…

**Regards…** |