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| **EIHAB**  [**EIHAB.357318@2freemail.com**](mailto: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…** |