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**Jafar**

**Jafar\_388744@2freemail.com**

**Professional Profile:**

Seeking a permanent job as Public Relations Officer / Administration Officer / HR Officer with over 21 years of experience in UAE as Public Relations Officer.

To have remarkable presence in the organisation with innovative ideas, smart work, sincere, enjoy the challenge of new situation and expect to make a positive contribution to the organisation by taking the job with great responsibility.

**Education:**

**1996 - 1998 University of Kerala, Trivandrum Bachelors of Arts**

**1993 - 1996 Iqbal College, University of Kerala, Trivandrum Diploma in Civil**

**1991 - 1993 Iqbal College, Trivandrum Pre - Degree**

**1991 Secondary School Leaving Certificate SSLC**

**Key competencies and strengths:**

* Strong oral, written, and interpersonal communicator.
* Energetic, conscientious self-starter who exhibits friendliness, a listening ear, loyalty and complete respect.
* Quick learner who is immediately productive and makes a point of learning new ways.
* Confident negotiator; proactive and pro positive approach; gains new business and sustains relationships.
* Demonstrates a professional and welcoming approach that creates a lasting and positive impression.
* Takes ownership and completes all tasks efficiently and accurately within pre-determined timescales.
* Sets own personal targets and strives to gain the highest levels of achievement; highly adaptable and flexible.
* Demonstrates an unconquerable passion and dedication towards all areas of responsibility and conveys such.
* Works co-operatively to be part of a team, encourages, guides and supports others toward achieving targets.

**Career Summary:** Self-starter; successfully combined academic pursuits with work responsibilities.

**PRO: Senior Public Relations Officer 04/2014 - Present**

* Controlling and handling all works for different government departments (Ministry of Interior, Ministry of Labour, Dubai Economic Department, RTA, Dubai Municipality, Tasheel, RERA etc) for companies including sponsorships.
* Handling company trade license renewal / applying for new trade license, amendment of old trade license, partnership changing and company establishment card.
* Undertake all the activities for official submission / collection of application approval and timely processing of various legal documents.
* Organize periodic renewal of Licenses.
* Submission of correct documentation to the Ministry Of Labour for visa applications.
* Submission of correct documentation to obtain licenses and efficient collection of Licenses to take place when completed.
* Take, submit & collect all necessary documentation in order to organize all Employee official paperwork.
* Arrange medical tests, passports, memos, promotional draws and fine resolution.
* Accompany the employee as they exit the country.
* Follow Up for the NOC’s from DEWA, Etisalat, RTA & Municipality for construction works.
* Approving ID’s, driving licenses, visa's required for employees.
* Attestation of important company documents.
* Coordinating with the clients.
* Lead all remuneration processes and provide guidance to the business on all aspects of compensation.
* Implementation, administration and maintenance of compensation programs to ensure effective and timely pay.
* Responsible for handling correspondences, incoming & outgoing & co-ordinately the flow of information internally & with other departments & organizations.
* Maintains petty cash account of the department by verifying authenticity of claims ensuring figures are accurately recorded. Control & handle cash transactions to bring account to balance.
* Represent the Company at locations such as the Police Station, Airport, Hotels, Embassies, Ministries/Municipalities & other significant Departments & in accordance with services such as mobile & landline phone services (connections/disconnections/repairs), mail, electricity etc.
* Liaise with HR department & follow up regarding employees labour card/visa/UAE ID expiry in a systematic way.

**Immigration & labour**

* Control & follow up above 500 employees work permit, resident permit, medical, national ID and its renewal including typing all applications related to Ministry of Labour & Immigration.
* Dealing with Ministry of Labour.
* Applying for new quota for more than 100 employees
* Experience in working / handling of **Ministry of labour – Dubai & Sharjah**
* Applying for delegation card from Civil defence.
* Arranging civil defence inspection for labour camps and all other related approvals for construction works.
* Handle labour & immigration online system.
* Cancel and replace the work permit
* Assist colleagues in family visa with proper documentation
* Handling and renewing partner visa.
* Attaining quota approval from ministry of labour with relevant documents
* Handling insurance and workmen compensation of company employees and renewal.
* Renewal of company vehicle insurance and vehicle licenses.
* All works related to economic department Dubai / Sharjah chamber of commerce attestation / official invoices & other company documents.

**Du & Etisalat**

* Applying for new connections for company purpose.
* Handling according to companies requirements.
* All works related to Du / Etisalat permits & NOC’s.

**RTA**

* NOC’s & permits for all works related to building construction
* Road permits / write off way permits, construction permits
* Shoring & piling permits
* Applying for road deviations
* Applying for RTA security deposits / refunds
* Applying for site inspection by RTA for obtaining permits

**Dubai Municipality**

* All permits & NOC’s related to building construction
* Applying & renewal of all permits
* Applying for prequalification renewal for the construction company
* Registration of all approved engineers including examination registration.

**TRAKHEES**

* All permits & NOC’s related to building construction
* License Permits
* Accreditation for Engineers
* All other works / permits for company activities

**RERA – EXPERIENCE IN REAL ESTATE**

* Registration of new Ejari & renewal
* New tenant registration
* Termination of tenants & amendments in the contract.
* Real estate management registration
* Real estate broker registration
* Real estate property management registration
* Applying for new title deed
* Applying for building ownership transfer

**Gold line Group of Companies, Dubai, UAE**

**PRO: Senior Public Relations Officer 08/2006 – 03/2014**

* Deals with all Labour and immigration processes for more than 5,000 employees.
* Represent the Company at locations such as the Police Station, Airport, Hotels, Embassies, Ministries/Municipalities & other significant Departments & in accordance with services such as mobile & landline phone services (connections/disconnections/repairs), mail, electricity etc.
* Undertake all the activities for official submission / collection of application approval and timely processing of various legal documents.
* Organize periodic renewal of Licenses.
* Submission of correct documentation to the Ministry Of Labour for visa applications.
* Submission of correct documentation to obtain licenses and efficient collection of Licenses to take place when completed.
* Take, submit & collect all necessary documentation in order to organize all Employee official paperwork.
* Arrange medical tests, passports, memos, promotional draws and fine resolution.
* Follow Up for the NOC’s from DEWA, Etisalat, RTA & Municipality for construction works.
* Approving ID’s, driving licenses, visa's required for employees.
* Assisting general manger, finance manger & other managers.
* Attestation of important company documents.
* Lead all remuneration processes and provide guidance to the business on all aspects of compensation.
* Implementation, administration and maintenance of compensation programs to ensure effective and timely pay.
* Responsible for handling correspondences, incoming & outgoing & coordinately the flow of information internally & with other departments & organizations.
* Maintains petty cash account of the department by verifying authenticity of claims ensuring figures are accurately recorded. Control & handle cash transactions to bring account to balance.
* All types of computerized reporting and presentations.
* Record keeping in a systematic manner.
* Time keeping and assisting in the managerial functions.

**Mohd. Salaf Group, Dubai, UAE**

**PRO: Public Relations Officer 07/1998 – 07/2006**

* Deals with all labour and Immigration process of the employees.
* Lead all remuneration processes and provide guidance to the business on all aspects of compensation.
* Coordinating with the clients & drivers.
* Assisting in the general administration of the company.
* Review and confirm calculations for annual performance management program.
* Implementation, administration and maintenance of compensation programs to ensure effective and timely pay.
* Time keeping and assisting in the managerial functions.
* Record keeping in a systematic manner.

**Air Travel Enterprises, Trivandrum 05/1996 - 03/1997**

**Administration Officer**

* Built capability to meet future business needs through continuous learning whilst communicating and supporting productive relationships. Strived to develop knowledge and skills that added value diversity and efficiencies.
* Communicated clearly and concisely with the team to ensure all customer requirements were met and exceeded and acted to confirm communications had been received and understood, ensuring superior service continuity.
* Confidently liaised with clients; initiated contacts, generated leads and managed client appointments. Created valuable relationships with people of diverse backgrounds and successfully promoted new products and services.
* Passionate contributor; increased brand awareness through effective online and offline marketing initiatives.
* Attended multiple business seminars and workshops to facilitate further appreciation of tourism market trends.
* Encouraged knowledge sharing and worked diligently towards achieving superlative levels of client contentment.
* Often received client commendations: great service, great fleet, well-spoken, professional chauffeurs.

**Computer Proficiency**

* Operating Systems: Ms Word, Ms Excel, Ms Power Point, Internet & Email

**Interests and activities :** Reading, listening to music & watching television

**Languages :** English, Arabic, Hindi, Malayalam, Urdu & Tamil

**Strength :** Holding a valid U.A.E Driving License with 20 years of experience with excellent

 Knowledge of roads in UAE