**PROFILE SUMMARY**

Skilled public relation Officer with nearly 6 years of experience in positive relationships between organizations and Government Bodies. Strong communication skills and confident presentation abilities to deliver reports to executive management. Profound understanding of the importance of good publicity, reputation management, and timely response to PR inquiries in the development and success of an organization. Committed to providing organizations with positive interactions with the Local Bodies to maintain reputation, strengthen consumer loyalty, and establish credibility.

**DRIVING LICENSE**

Valid Manual UAE Driving License

EMAIL:

Ananth-395660@gulfjobseeker.com

**HOBBIES**

Reading Books

Travelling

Sports

News

**ANANTH**



**PUBLIC RELATION OFFICER**

**EDUCATION**

**Bachelor of Engineering (Mechanical)**

**William Carey University**

**Meghalaya, India**

03-2009 – 02-2013

**WORK EXPERIENCE**



 **(Group of Companies) – Public Relation Officer (PRO)**

02-2015–Current

* Represent the Company at various statutory bodies including Immigration department, Labour office, Health authorities, Chamber of Commerce, Municipality, Port authorities, Airport authorities, Electricity, Water authorities and Traffic office.
* Processing and renew visit, transit, residence, tourist, employment visas.
* Update the management of the changes in laws related to Labour and Immigration departments and of other rules and regulations that have been amended and deemed necessary for the smooth functioning of the company.
* To process and follow all registration, renewal, cancellation or transfer of all company vehicles with traffic department.
* To report to the General Manager on the status of the employee’s visa and other documentation of the organization.
* To maintain record of rental agreements and renewals.
* To keep in his custody all Passports/labour cards of staff and follow up the renewal of residence visa and labour agreements.
* Initiate process for all work relating to visas, licenses, registrations, legal contracts, tenancy agreements, expiry



**PRO Assistant** 01-2013–12-2014

* Assist HR in day to day operations.
* Process all new recruits visa, EID and work permits.
* Arrange for Medicals.
* To type applications and to proactively manage the timely renewal of all Employment Visas and Labor Permits.
* Send employees a notification on documentation required prior to their visa/labor card expiry.
* To maintain database of employee personal records.

**PRO** 03-2011–01-2013

* Making and serving tea and coffee to guests and managers
* Filing documents as per requirement
* Helping the staff in performing their duties
* Knowledge of office and management techniques
* Good communication & interpersonal skills
* Should have pleasant personality, be a smart and hard-worker.

**SKILLS**

* Labour Laws & regulation
* Company setup & Renewal laws & Regulation
* Communication Skills
* Problem Solving
* Microsoft office
* Valid UAE Driving License

**Personal Information**

**Name** **: Ananth**



**Languages Known : Arabic , English , Hindi , Malayalam , Tamil**

**Visa Status** **: Employment Visa - Transferrable**

**Marital Status** **: Married**

**Religion** **: Hindu**

**Nationality** **: Indian**

**Education** **: B.E ( Mechanical Engineering )**

**License** **: U.A.E ( Manual )**

**Your’s Faithfully**

**Anantha**



**Declaration :**

**THE ABOVE MENTIONED DETAILS ARE CONFIDENTIAL TRUTH UPON MY KNOWLEDGE**