**Curriculum Vitae**

**Name: Assad**

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**Applying for the Position of “Public Relation Officer (PRO)”**

**Career Objective:‐**

A highly Experienced and Professional Public Relation Officer (PRO) with more than 10 years of performing duties in United Arab Emirates (UAE), I am seeking a challenging Position where my related experiences can be utilized, applied and be a part of progressive and highly dynamic organization and be able to share my skills and abilities in promoting excellence and quality service with the organization.

**Educational Qualification:‐**

* **High School Certificate**

**Professional Working Experience:‐**

* Presently working as **“Senior** **Public Relation** **Officer”** in a Dubai-based Company from April 2014 to till Date.
* Worked as **“Private** **Driver /** **Purchaser”** with U.A.E. National, Mr. Khalifa Mohammad Saeed (Martyr) as Oct 2008 to Oct 2010.
* Worked as **“Public** **Relation Officer**” with B 6 Catering Company , from Nov 2010 to Nov 2013.

**Main Areas of Job Responsibilities:‐ (Dubai & Abu Dhabi – U.A.E.)**

* My responsibilities is to carry out all the duties related to submission, collection, and processing of application papers and various legal documents.
* Know new Smart Channel GDRFA DUBAI E Channel ABU DHABI
* Submit, follow‐up and gather all new work and business visas to guarantee that the visas are handled and processed on time.
* Schedule staff’s visa, medical, coordinating with other internal and external departments.
* Renew, update and keep up all workers and their dependents’ visas and work contracts on time to guarantee that organization’s records are up to date in the labor and

Immigration Departments.

* + Assist the office in determining any issues identified with organization vehicle registration and renewals.
  + Makes sure all business and trade Licenses are updated, follow‐up official approvals and permits, to prevent unnecessary violations.
  + Accurately prepare and process required legal documents like rent contract attestation in government agencies such as Ministry of Economic, Ministry of Finance, Customs, Court, Chamber of Commerce, Traffic Department and Municipality.
  + When the need arises, represent the company at different offices like Airport Embassies, Police Station, Ministries/Municipalities and other government Departments.
  + To maintain database of all passports and residence visas by scanning all documents and directly updating the database when details change.
  + To renew all company related licenses prior to their expiry date.
  + Submit detailed reports related to visa expenses to the finance department.
  + To submit required documentation to the banks and process bank transactions as advised by the Finance Manager.
* **Summary Skills:‐**

I am interested to work in a very competitive environment where I could apply my Knowledge, skills and energy to the best of my potentials with full determination and Sincerity.

**Personal Profile:‐**

* Hard working & Enthusiastic
* Self‐motivated & capable to mix easily with multi‐cultural environment
* Perform assigned tasks with grant responsibility
* Sincere, Honest , Loyal and Result Oriented

**Passport Details:‐**

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| --- | --- | --- |
| **Date of Issue** | **:** | 25th March 2016 |
| **Date of Expiry** | **:** | 24th March 2021 |
| **Place of Issue** | **:** | Pakistan |

**Driving License Details:‐**

|  |  |  |
| --- | --- | --- |
| **License** | **:** | valid |
| **Date of Issue** | **:** 14thFebruary 2009 | |
| **Date of Expiry** | **:** 12thFebruary 2024 | |
| **Place of Issue** | **:** | Dubai , U.A.E. |
| **Vehicle Permitted Vehicle** | **:** | (Light Vehicle and Heavy Bus) |

**Personal Details:‐**

|  |  |  |
| --- | --- | --- |
| **Date of Birth** | **:** | 05th January, 1982 |
| **Nationality** | **:** | Pakistani |
| **Religion** | **:** | Islam |
| **Marital Status** | **:** | Married |
| **Languages Known** | **:** | English, Arabic , Urdu |

**Declaration:‐**

I hereby declare that the above given details are true and correct to the best of my knowledge and belief.

***ASSAD***