



## PUBLIC RELATIONS & MARKETING

### PROFILE

*Highly accomplished result drives public relations officer with 5 years of working experience, looking forward to be a part of an organization in the role of PRO*

### CONTACT

+971553673123

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Dubai, UAE

### EDUCATION

- BACHELORS IN MECHANICAL ENGINEERING  
VISVESARAYA TECHNOLOGICAL UNIVERSITY

### LANGUAGE PROFICIENCY

- English – Advanced
- Arabic- Average
- Hindi – Average
- Tamil – Average
- Malayalam – Native

# JIBIN ABDUL JAWAD

## PROFESSIONAL EXPERIENCE

### ➤ BAWABT AL OUFUK GOVERNMENT TRANSACTION

( TAS-HEEL , TAW-JEEH & AMER )

### PUBLIC RELATIONS & MARKETING

Dubai

DECEMBER 2021 – present

- Responsible with new rules, regulations, and laws with respect to issues such as employment, visa, insurance, travel etc announced in the UAE from time to time.
- Responsible with the Document clearing, submission, collection, application with all consulates, Embassies and MOFA.
- Responsible with the UAE Visas and Employment related matters such as employment permits, entry visas, medical examinations, Emirates ID Biometrics, residence visa applications and submissions, cancellations, entry-exit reports, and miscellaneous jobs related to GDRFA and MOHRE
- Generate new business using existing and potential customer networks
- Market survey and new strategies to improve sales
- Develop and implement marketing plans and projects for new and existing products
- Work with media and advertising to improve marketing goals
- Finding new clients
- Directly reported to the management on all PRO-related transactions
- Prepare report on weekly basis at all levels and resolving in a timely manner
- Intense knowledge of using online portals such as ( GDRFA, MOHAP, DHA, ICA, RTA, MOI, DED, MOHRE )

### **SOFTWARE PROFICIENCY**

- *Microsoft Excel*
- *Microsoft word*
- *Microsoft Outlook*
- *Operation Systems – Windows, MAC*

### **SKILLS & ABILITIES**

- *Verbal communication skills*
- *Strong Technical Aptitude*
- *Understanding the business and leadership*
- *Self-motivated*
- *Quick learner*
- *Multi-Tasking*
- *Hardworking & Sincere*
- *Positive attitude determination & dedication.*
- *Good decision Making & analytical skills*
- *Able to handle critical situations*
- *Professional working skills*

### **PERSONAL PROFILE**

- *Visa status - employment visa*
- *Availability of join - immediately*
- *Date of Birth - 23/10/1992*
- *Nationality - Indian*
- *Driver's license - yes*

### **➤ NASEEM AL BARARI PUBLIC RELATIONS OFFICER**

*DUBAI*

*MARCH 2017 - DECEMBER 2021*

- Submit, follow-up and gather all new work and business visas to guarantee that the visas are handled and processed on time.
- Maintain records on the expiry of various legal documents like visas, work permits, trade licenses, Establishment card etc.
- Renew, update in a timely manner for the work permits and visas with the relevant authorities.
- As per the requirements to represent the company at various government departments like immigration, MOL, RTA, MOFA, economic etc.

### **DECLARATION**

I declare that all the above information is factual to the best of my Knowledge and belief.

**JIBIN ABDUL JAWAD**  
**Dubai**