

Thaha PK

Post box 41980 • Hamriyah Free Zone, Sharjah • Phone: +971 50 8360999 •



Public Relations Officer

- 25 years of **Hands-on experience** in public relations, visa and immigrant matters.
- Highly confident and pro-active with buildup of relations in Government Departments / Authorities.
- Good in solving the matters in a fast fashion.
- Excellent communication skills in **Arabic**

Skills

- Visa and Immigration Formalities
- Government Department Communications
- Leadership Quality
- Good Administrative Skills
- Problem Solving Skills
- Developing Relations

Achievements

Certificate of Appreciation from Hamriyah Free Zone Authority (Government of Sharjah) for the best performance in the year 2014.

Professional Experience

TECHNOMAK GROUP COMPANIES, SHARJAH, UAE – A Multimillion company providing Engineering, Design and Fabrication Services to various industrial sectors viz. Oil & Gas, Marine, Ship Repairs, Aluminium Smelter Plants, interiors & Fit-outs Etc.

Public Relations Officer – from 2007 till date

Manage Group Public Relation Functions with an HR and Administration team of 10 members. Reporting to Group AGM – HR & Admin.

Responsibilities:

- Handling the visa and immigrant process for **Technomak Group Companies** in different emirates by coordinating the PRO of various divisions (about 2100 employees).
- Completely handling the passport, visa and immigrant process for Technomak Energy International FZC (Flagship Company of Technomak Group) in Hamriya Free Zone, Sharjah for about **1500 employees**.
- Arranging the relevant and required documents for all the process which is related to visa and public relations, coordinating with HFZ authorities for the timely completions of visa and Immigration process.
- Dealing with Authority Heads and staff, keeping good relations for promoting the company to maintain its reputation.
- Preparing the Arabic letters / relevant communications to department/authorities in case of requirements.
- Ensuring the authority rules and regulations are met in order to maintain the operational and administrative efficiency in the PR related areas.
- Managing to solve legal matters / dispute settlements with Authorities, Vendors, Clients etc.

ETISALAT SPECIAL PROJECTS, UAE

Service Assistant, from 2004 till 2006

- Worked as a service assistant with Senior Officials of Etisalat Special Projects to support them in coordination of the project requirements which is connected to its service enhancement in Qatar and Kuwait.
 - Travelled with Senior Delegates of Etisalat in order to support them in coordinating and maintaining the PR matters in Qatar and Kuwait related to the special projects.
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AMREET INDUSTRIES, DUBAI

PRO, from 1995 till 2001

- Worked as a PRO for the Group Company to coordinate all the PR related matters, dealing with Government Authorities and visa and Immigrant procedures.
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AMREET TRADING CO., ABU DHABI

Asst. PRO, from 1993 till 1995

- Worked as an Asst. PRO for the Amreet Trading Co. Abu Dhabi to coordinate all the visa and Immigrant procedures with Abu Dhabi Labour and Immigration Department.
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AL AIN INSURANCE CO., AUH

Customer Coordinator, from 1992 till 1993

UNIVERSAL ENGLISH SCHOOL, AUH

Office Assistant, from 1991 till 1992

Technology

MS Office: Good in MS Excel and Ms Word

Education

Graduate - Bachelor of Arts (B.A)

Major: **Arabic**

Personal Profile

Age & DOB : 45 Y. 28th May 1972
Gender : Male
Marital : Married

Languages : English, Arabic, Malayalam
Visa : Employment (HFZ, Transferable)
Driving License : Light & Heavy Duty UAE License
