

SHAHEED P P

TYPIST/PRO

ABOUT ME

Having 8+ years GCC experience in well organized establishments with efficient working knowledge of online ministry programs, looking to leverage my knowledge and experience into a suitable challenging position at a good environment.

CONTACT

Shaheedp250@gmail.com
Mob & Whatsup:
+971 52 883 0031
Dubai
United Arab Emirates

PROFESSIONAL SKILLS

Typing and Transition
Drafting
Communication
Problem Solving
Time Management
Handling Pressure

EDUCATION

Diploma Certificate in Translation
(Arabic & English)
Higher Secondary Certificate

DRIVING LICENSE

UAE
OMAN
INDIA

LANGUAGES

English, Arabic & Hindi

PROFESSIONAL EXPERIENCE

HR/PRO/ADMINISTRATION

Muscat, Oman

COMBINED GROUP CONTRACTING EMIRATES

2016–2020

- Draft letters in Arabic & English
- Type all online visa related applications
- Prepare and update employee file according to new, Renewal and cancel
- Arrange visa medical, labor card, employee cancel and departure.
- Visit ministries, embassies and companies

TYPIST/PRO ASSIST

Abu Dhabi

NAEL & BIN HARMEL HYDRO EXPORT EST

September 2013-2015

- Type on TASHEEL and other ministry programs
- Type family visa applications and supporting letters
- Draft letters both in Arabic & English.
- Reach out to company employees for finalizing all paper works

TYPIST/GENERAL

Abu Dhabi

TYPING CENTER

2011-2013

Experienced in

- Ministry of labor application
- Fawry application
- Trade license renewal procedures
- Security pass applications
- Family visa procedures

CORE COMPETENCIES

- Good oral, written skill in
- Arabic & English
- Excellent PC skill – ms word, outlook & excel
- Typing skill in both Arabic & English.
- Translation skill both Arabic & English.

PERSONAL DETAILS

DOB : 15/05/1988.

Nationality : Indian

Passport Number : T7884644