

CONTACTS



ADMI729@gmail.com



+971529940215



Al NAHDA, Dubai.

SKILLS

◆ TALLY

PHOTOSHOP

MS OFFICE

PERSONAL DETAILS

Nationality

MAURITANIA

Marital Status SINGLE

Passport no BF33433467

Work visa valid until

Visa Status

31/12/2020

UAE driving

license

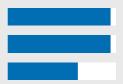
Automatic Car

LANGUAGES

English

ARABIC

FRENCH



AHMED EDINE

PUBLIC RELATION OFFICER

PUBLIC RELATION OFFICER looking for a position in a reputed company, where I can apply my FOURE YEARS & FIVE MONTHS of PUBLIC RELATIONS career experience for company's requirements.

EXPERIENCE

PUBLIC RELATION OFFICER

January 2016 - Present

ASWAR AL MADINA ENGINEERING CONSULTANCY - DUBAL

Duties and Responsibilities:

- Responsible for coordinating and liaising between the company and Government organizations / authorities and provide a key inter-face between the two.
- Provide quick, efficient and reliable services for all Government related jobs such as Employment Permits, Entry Visas, Medical Examinations, miscellaneous jobs related to Immigration, Ministry of Labor & Consulates, and Business Licenses to the company and its group, adhering to the regular amendments in rules and regulations within very short notices.
- Respond effectively to the demands of the Businesses, employees and their families to assist them on all government related services.
- Key Results/ Accountability
- Responsible to administer the following towards Employee and Dependents liaising with local UAE govt ministries: -
- a) Obtain new employment visas / work permits for all expatriate employees.
- b) Monitor and renew employee residence permits.
- c) Obtain new residence visas for dependents of employees.
- d) Facilitate renewal of residence visas for dependents.
- e) Facilitate obtaining and renewal of Expatriates passports for employees and dependents.
- f) Facilitate and follow-up cancellation of visas for employees and dependents.
- g) Facilitate complex medical / police procedures on event of death of any employee or next to kin.
- Responsible to administer the following towards business facilitation on day-to-day basis:
- a) Liaise with embassies / foreign diplomatic missions to enable business visits.
- b) Liaise with UAE Immigration dept. in obtaining business entry visas for global business visitors.
- Administer company and joint venture companies' licenses and tax remittances with various UAE
- govt. authorities viz., Economic Department, Municipality, Chamber of Commerce and Ministry of Finance & Industries etc.
- Provide expert advice to business and employees on all visa formalities and all other gov't related procedures.

PERSONAL STRENGTH

- ♣ POSITIVE ATTITUDE
- ♣ TEAM PLAYER
- ♣ MULTI TASKING
- DISCIPLINED
- ♣ GOOD ETIQUETTE
- CRITICAL THINKING
- ♣ TOLERANCE

CURRICULUM VITAE – AHMED EDINE

- Accountable in maintaining accurate records for all above services.
- The ever-changing government rules and regulations requires the postholder to be abreast of updates on information / documents and at times certain jobs have to be tacked efficiently without much notice.
- Any TO-DO-NOW jobs always have to be evaluated, prioritized and accomplished at short notices

ADMINSTRATIVE OFFICER

Duties and Responsibilities:

- Answered and direct phone calls Organized and scheduled appointments Planned meetings and take detailed minutes
- distributed email, correspondence memos, letters, faxes and forms
 Assisted in the preparation of regularly scheduled reports Developed
 and maintain a filing system
- Updated and maintain office policies and procedures
- Order office supplies and research new deals and suppliers
- Maintained contact lists Booked travel arrangements Provided general support to visitors
- Acted as the point of contact for internal and external clients
- Handled petty cash.

SECRETARY & DOCUMENT CONTROLLER

Prepares incoming and outgoing transmittals for sub-contractors and clients.

- Log and monitor day to day correspondence and transmittals.
- Assist other engineers in their office needs in terms of correspondence and transmittals.
- Do all the correspondence of the consultants including all outgoing and incoming transmittals and all other submittals of contractors and subcontractors.
- Do all the control of all documents including filling and monitoring of all files pertaining to the project with confidentiality and tact.
- Prepare all monitoring works for Resident reference.
- Coordinate with the immediate superiors (Project Manager) for any project concerned issues.
- Perform other duties as may be assigned to or required by the job.
- Prepare local purchase order

EDUCATION

BTECH: GEOLOGY OF MINE 72%)
NOUAKCHOTT University

2008 – 2012