



## CONTACTS



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Al NAHDA, Dubai.

## SKILLS

TALLY  
PHOTOSHOP  
MS OFFICE

## PERSONAL DETAILS

Nationality **MAURITANIA**  
Marital Status **SINGLE**  
Passport no **BF33433467**  
Visa Status **Work visa valid until 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 – DUBAI**

### 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

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

### ADMINISTRATIVE 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 sub-contractors.
- 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

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## EDUCATION

**BTECH: GEOLOGY OF MINE 72%)**  
NOUAKCHOTT University

2008 – 2012