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**PRO**

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**Al Ain**

**Objective**

Detailed on my resume, you will find me With my abilities and knowledge, I am confident to make significant contribution for the above position

**Academic Qualification**

Bachelor degree in English Language And Translation

**Professional Experience**

 **2017 -2020 Work as PRO With G C C Al Ain**

* Arrange visas (work permit, visit visa etc.) for new staff and their family
* Schedule staff’s visa, medical, coordinating with other internal and external
* Collect all appropriate documentation necessary for visa and permits required to be processed
* Organize visas for holiday and business related travel for managers as required.
* Responding to staff queries on Visa/ Labor/ Passport related matters
* Ensure all visa, medical and labor permits are up to date and arrange a timely renewal
* Assist in all general inquiries concerning labor and immigration matters.
* To submit required documentation to the banks and process bank transactions as advised.
* To renew all company related licenses.
* Station, Ministries/Municipalities and other government Departments.
* Register and monitor the online accounts of corporate cars related to ADNOC Distribution Company; top-up these accounts and monitor fuel consumption (Smart Tags).
* Monitor Salk accounts of company cars from the RTA website.
* manage the daily operations of properties, advertise vacant properties, and handle tenant relations. The Property Manager's responsibilities include managing financial matters, coordinating maintenance work, enforcing leases, and preparing performance reports.
* Attracting new tenants through advertising, property viewings, and encouraging referrals.
* Setting rental rates, negotiating and enforcing lease agreements.
* Contracting and supervising repairs and maintenance work.
* Collecting rent, dealing with late payments, and handling operating expenses.
* Maintaining records of income, expenses, signed leases, complaints, maintenance, etc
* Preparing reports on the financial performance of properties.
* Terminating leases and initiating eviction proceedings`

**2014 -2016 as PRO With MBNC AbuDhabi**

* Collect and give regular updates on all work and migration standards from the government offices to keep the HR office well informed for any changes in procedures and rules.
* Submit, follow-up and gather all new work and business visas to guarantee that the visas are handled and processed on time.
* Renew, update and keep up all workers and their dependents’ visas and work contracts on time to guarantee that organization’s records are up to date in the labor and Immigration
* Departments. Send notification to employees on required documents before their visa expires.
* Accurately prepare and process required legal documents like rent contract attestation in government agencies such as Ministry of Economic, Ministry of Finance, Customs, Court, Chamber of Commerce,
* Traffic Department and Municipality.
* When the need arises, represent the company at different offices like Airport Embassies, Police .

**2011 to 2013 as HR Excutive With Muncipility**

* Oversee daily operations of the HR department
* Implement performance review procedures (e.g. quarterly/annual and evaluations)
* Maintaining and regularly updating master database (personal file, personal database, etc.)of each employee
* Direct all hiring and training procedures for new employeesContinually educate employees on muncipility policies
* Reviewing resumes and applications
* Conducting recruitment interviews and providing the necessary inputs during the hiring process
* Working with recruitment agencies to source for candidates for specific job positions
* Maintaining HR records, such as those related to compensation, health and medical insurance.
* Preparing and submitting all relevant HR letters/documents/certificates as per the requirement of employees in consultation with the management.

**Personal Particulars**

Date of Birth : 1987

 Nationality : Sudanese

 Gender : Male

Languages : Arabic and English