



MUNEER PP

Contact

Mob: **0568614786**

Email : **muneerdx7ae@gmail.com**

Al Nahda 2 , Dubai

Skills

Organization and planning skills
Communication Skills
Customer Service Skills
Information gathering and management
Adaptability & flexibility
Problem solving
Attention to details
Strong sense of urgency
Confidentially

Education

Degree (Bachelor of Arts)
Calicut University , India

Languages

Speak : English & Malayalam
Write & Read : Arabic , Hindi , English & Malayalam.

Personal Info

Date of Birth : 15/06/1989
Nationality : Indian
Gender : Male
Status : Married
Passport # : V7577162

Hobbies

Music
Reading good books
Traveling

RESUME

Objectives

To achieve professional excellence in UAE Visa process and related field that provides me with opportunities to fully utilize and develop my knowledge, skills, information and education. I am easily motivated, confident, honest and dedicated to my job.

Professional Summary

An enthusiastic handle on self motivated Office administration & Human resource. I have more than 5 years works experiences in a same company in UAE Visa process fields.

Ministry of Labour & Immigration

Medical Fitness, Emirates ID & Health Insurance.

Ministry of Interior ,RTA , Dubai Police (PCC ,Lost Certificate)

Indian Passport Renewal (BLS),Royal Oman Visit visa ...(etc)

Works Experiences

First Gate Business Services - Administrative Officer – 5.6Years - Dubai
www.visaprocess.ae

Zeenath Sarees & Fashion Pvt Ltd – Office Administration - 5 Years - India

Responsibilities

- Programs & time schedules.
- Documentation and file keeping.
- Monitoring the use of equipment and supplies within the office.
- Dealing with queries or requests from the visitors and employees.
- Coordinating the maintenance and repair of office equipment.
- Assisting other administrative staff in wide range of office duties.
- Collecting and distributing couriers or parcels among employees and opening and sorting emails.
- Cooperating with office staff to maintain proper interaction and a friendly environment within the office.
- Managing filing system

Strength

Equipped with leadership qualities, hardworking, punctual, ability to works under cross-culture environments.

A keen communicator with exceptional inter personal relationship skills.
Pleasing personality and self-motivated.

Declaration

I hereby declare that all the information given above are true and correct to the best of my knowledge and belief.

Muneer PP