

SHIHAB MOHAMMED KARIATH

Mob : +971-522131191

Email : shihabmuhammedk@gmail.com

DUBAI-UAE

**Profile Synopsis ■■**

To work in an organization where I want apply my knowledge and skills to participate in to the entire growth of the organization and to put myself into a smart career.

Seeking to find a challenging **Public Relations/Administration position** in an innovative organization in which my former experience, knowledge can be demonstrated and reinforced with additional on-the-job experience

Job Profile ■■

- 4 years of experience as a Typist/Public Relations/ Administrative Assistant/Accountant in Dubai
- Knowledge about UAE labor rules and procedures
- Knowledge about UAE Immigration rules and procedures
- Depth of experience in handling Emirates ID Card and Queries regarding to EIDA.
- Well experienced in the field of visa processing and Document managing
- Well knowledge and experience in handling accounts in MS Excel.
- Holds valid UAE driving License.

Language Proficiency ■■

Language	Reading	Writing	Speaking	Typing
English	Excellent	Excellent	Fluent	250 CPM/ 50 WPM
Arabic	Excellent	Excellent		125 CPM/ 25 WPM
Hindi	Excellent	Excellent	Fluent	-
Malayalam	Excellent	Excellent	Fluent	By Google Tools- Good

Experience ■■

✚ Company Name : **MULTYHANDS BUSINESSMEN SERVICES**
Designation : **Typist/Administrative Assistant/Assistant Accountant**
Duration : March 2016 to present
Location : Dubai-UAE

Duties & Responsibilities




- Processing documentation for setting up a new establishment in Dubai
- Typing and documentation of **Ministry of labour (MOL)** application (labour card, Labour contract, offer letters, new visa, amendments and renewals, etc...)

- **Online Immigration** typing and documentation
- **EIDA- Emirates ID** typing and documentation
- **Occupational Health Card (OHC)** typing
- **EVISION** - for Immigration application other than establishment typing (such as family visa, leisure visas, servant visa and includes status change and visa cancellations)
- **Medical Fitness** Application for visa process (**DHA**)
- **Zajel** Tracking
- English **letters** typing for both legal and normal procedures
- **Manual machine typing** of forms
- Documents financial transactions by entering account information.
- Recommends financial actions by analyzing accounting options.
- Prepares payments by verifying documentation, and requesting disbursements

Other Related Responsibilities

- Following up of documents, applications, and other legal documentation.
- Keeping the documents in a safe environment with all responsibilities.
- Managing customers well
- Visiting to Tasheel centers for transaction on behalf of companies and other firms
- Giving Training for newly appointed staffs
- Keeping records, credit cards and other bank accounts information safe and confidential
- Proofreading reports and other documents for finalization
- Receiving and sending fax, attending phone calls and assisting manager in managing customers and documents.
- Typing for Gate passes to Jebel Ali Ports and Other Firms

Educational Qualifications

 BBA(Bachelor of Business Administration)	(NIBS, Delhi)
 HIGHER SECONDARY(PLUS TWO)	(Board of Higher Secondary Kerala State)
 10 th	(Central Board of Secondary Education)

Most Common Software

- MS Office (Word, Excel, PowerPoint)
- Adobe Photoshop
- Java Runtime Environment (JRE)

Summary of Skills

- 50 wpm typing speed
- Familiar with Word, Excel and database creations
- Highly skilled in operating computer
- Ability to prioritize job according to importance
- Ability to create and maintain good relations with seniors
- Basic knowledge of management's functions
- Excellent problem solving skills
- Strong observational and investigative abilities that help detect a problem
- Ability to extend courteous, friendly and timely services to customers
- Hardworking and well concentrated to tasks assigned

- Matured to perform jobs well and Understanding situations
- confident to work in any environment even under pressure
- Genuinely trustworthy, sincere and honest

Personal information

Name	:	Shihab Mohammed Kariath
Nationality	:	Indian
Marital Status	:	Single
Date of birth	:	31/05/1994
Gender	:	Male
Passport No	:	T5165840 (Exp: 20/04/2029)
Visa Status	:	Employment (Exp: 01/04/2022)
Uae Driving License No	:	3829730 (Exp : 31/05/2021)

Declaration

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

(SHIHAB MOHAMMED KARIATH)