

# RAHEEL FARAZ

**PRO CUM ADMIN** (12-year UAE experience)

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## **Career Objective**

To work in a dynamic environment that provides me a wide spectrum of experience and exposure in **Public Relation & Admin**, to bring a dynamic and versatile portfolio of skills at work place and to serve the organization with positive attitude and efficiency

## **Career Summary**

- Extensive experience of 9 years of in Public Relation & Administration
- Experience in Ministry Of Labor, Dubai Immigration, Tasheel, Dubai Land Department, Dubai municipality, Dubai Court & Economic departmentwork.
- Maintaining good relationship with customer by attending them on given time

## **Professional Experience**

**Organization: Sajaya Group**

(Real Estate, Contracting, Facilities Management, Fire Protection)

**Position: PRO (Public Relation Officer)**

**Period: From July 2012 to OCT 2021**

### **Duties and Responsibilities:**

- Process visa application, renewal and cancellation and replacement.
- Assist the Administration Manager in all Immigration related issues
- Support Administration team with Public Relation matters
- Handle all the government and ministry of labor transactions
- Responsible for planning, developing and implementing Public Relation strategies
- Advising Medical Tests to the HRA executive to schedule
- Typing and processing Labour Card & Labour Contract applications
- Arrange visa (work permit, husband sponsored visa, visit visa etc.)
- Assist in all general inquiries concerning labour and immigration matters.
- Will provide admin support as needed.
- Economic department Making License and changing activity name change.
- Dewa New registration, Dewa Cancellation, Dewa bill payment
- Deal with Police department for filing & releasing case for bounce cheques
- Visit dubai court regarding for legal issues.
- Visit Dubai municipality regarding municipality works of buildings
- Visit Dubai Land Department submitting documents of Ejari, oqodi, title deed etc
- Visit Ministry Of Labour regarding apply visa, cancel visa, complete all visa work

- Visit Dubai Immigration regarding visa related issues
- Visit Tasheelfor E-Signature Card, issuance of license, work permit
- **Organization:** Deira Sun Technical works (Groups of Company 32) Dubai
- Position:** PRO (Public Relation Officer)
- Period:** From Aug 2008 to June 2012

#### **Duties and Responsibilities:**

- Arranging visa (work Permit, husband sponsored visa, visit visa etc.) for expatriates and their family.
- Schedule staff visa, medical, coordinating with other internal and external departments.
- Collecting all appropriate documentation necessary for visa and permits required to be processed.
- Organizing visas for holiday and business-related travel for managers as required.
- Responsible to staff queries on Visa/ Labour /Passport related matters.
- All visa, medical and labour permits are up to date and arrange timely renewal.
- Assist all general inquiries concerning labour and immigration matters.
- Providing necessary documents to Admin.
- Arranging Work (Entry Permit & visa cancellation & Aqama) related has Immigrations.

#### **Educational Qualification**

**B.Com (Bachelor of Commerce)** From University of Karachi Pakistan

#### **IT Proficiency**

- Strong knowledge of Microsoft Word, Microsoft Excel, Power Point, Outlook.
- Worked on Customized software PACT & Visual Enterprise PRO related work.

#### **Skills**

- Leadership quality, problem solving, creative.
- High aptitude to work in group and team, relationship building
- Have can do attitude, can work under pressure

#### **Personal Information**

Date of Birth: 02 July 1984  
 Marital: Married  
 Nationality: Pakistan  
 Languages: Urdu, Hindi, English & Arabic  
 Driving License: Valid Dubai Driving License (AutoMatic)  
**Visa Status: Visit Visa (validity until 10 March 2022)**