



MOHAMMED ASHAR

PRO/Professional Typist

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[Website](#)

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Sharjah, UAE

About Me

Experienced Public Relations Officer specializing in government tasks and visa processing. Proficient in Arabic, Malayalam, and English typing, ensuring efficient communication and documentation. Holder of a UAE driving license and a certified prompt engineer, currently pursuing a B.Com degree to further enhance professional expertise.

Education

Bachelor of Commerce

IGNOU University
2023 - 2026 (Expected)

Computer Science in Higher Secondary

Kerala State
2017 - 2018

Experience

Public Relations Officer (PRO)

2023 - Active

OnTime Typing Services | Sharjah, UAE

- Since 2023, I have been responsible for managing and executing all government-related tasks with precision and timeliness. My role includes coordinating and overseeing client projects, ensuring they are efficiently assigned to staff members, and maintaining seamless operations in compliance with government regulations.

Professional Typist

2021 - 2023

OnTime Typing Services | Sharjah, UAE

- From 2021 to 2023, I specialized in a wide range of tasks, including ICP and GDRFA services, Tasheel processes, Sharjah Municipality and Police work, medical typing, and family visa processing across all Emirates. I also managed Dubai Police procedures, visit visa services, ticketing, labor and immigration tasks, tenancy attestations, and the coordination of visit visa renewals via flight and bus, along with passport services for India and Pakistan.

Certifications and Skills

- Driving Licence - UAE (2023)
- Arabic & English Typing (53 WPM)
- Studio Related Works
- Certified Prompt Engineer
- Professional Website Designer
- Digital Marketing Expert
- Social Media Management & Strategy

Expertise

- ICP and GDRFA Services
- MOI, RTA, Municipality and Police Works
- Family Visa Processing of All Emirates
- Ticketing and Travel Coordination
- Labor and Immigration Tasks
- Tenancy Attestations
- Indian and Pakistani Passport Services
- Medical and Emirates ID Typing
- Proficient in the latest software and up-to-date with current technology trends
- Strong ability to manage and oversee business operations, ensuring smooth and efficient company performance.

Languages

- English (Fluent)
- Hindi (Fluent)
- Arabic (Basic)
- Malayalam (Fluent)