

Dear Sir,

Greetings!!!!!!

I am writing you to express my interest for employment in your organization for "PRO / Typist" that you seem most appropriate to my skills and employment background. I believe that my skills, abilities and work experiences would make me an asset to your company. I have strong work ethics such as being hard-working, with self-initiative, self-motivated, fast learner, well organized, creative and result oriented individual that value performance well and I am very dedicated to my job. I want to be involved in your company that I know I will learn more. I can get along with people with different culture and personality and can also easily adapt to any work condition or situation.

Attached herewith, detailed copy of my curriculum vitae for your perusal. I would appreciate to be interviewed by the member of your recruitment team soon.

Sincerely yours,

SALAHUDHEEN.C

Abu Dubai, U.A.E

055 - 4303157

csalahudheen@gmail.com



SALAHUDHEEN

+971 554303157

Email ID:

csalahudheen@gmail.com

Personal Data

Date of Birth: 30/05/1987

Gender : Male

Nationality : Indian

Religion : Islam

Marital status: Married

Passport No: G2531549

Issue Date: 13/04/2007

Expiry Date: 12/04/2017

Visa Status: Employment Visa

Technical Skills: Windows,
MS Office & outlook and
Internet

Languages known:
English, Arabic, Hindi &
Malayalam Languages.



OBJECTIVE:

A Dynamic Professional with well experience in PRO Assisting / Typist. Looking opportunity to work in a dynamic environment where I can utilize my professional skills to the fullest and contribute to achieve the professional goals of my employer and to my own satisfaction and self-growth.

SUMMARY OF QUALIFICATIONS

- Well knowledge in Online services of Ministries of U.A.E (Ministry Of Labour, E form, Fawri, Emirates Id & D.H.A)
- Well experience in All Tas'heel works.
- Well experience PRO Assisting / Typist in AbuDhabi-UAE
- Well Typing knowledge of Audio Typing in Arabic and English.
- Good knowledge of Typing in Arabic and English.
- Well Typing experience of Offshore and Onshore security Pass (C.N.I.A)
- Knowledge in Arabic English Letter Drafting and Clearing
- Good knowledge in Daily Statement preparing in Excel.
- Excellent ability in making English essays and any other documents.
- Knowledge about Letter for Vehicle Passing, Mulkiya Passing, Vehicle Selling and Buying and Registering.

EDUCATIONAL QUALIFICATION

- Diploma in Electronics Engineering Completed in March 2005 from Government Polytechnic collage Perinthalmanna –Kerala India
- Senior secondary Examination from PTM HSS THAZHEKODE, KERALA INDIA

PROFESSIONAL EXPERIENCE

Total Experience: Four years' experience as PRO Assisting / Typist

- ❖ Name of Employer : **Ansaar Documents Clearing. Al – Qusais, Dubai**
Working period : January 2011 to March 2013.
Position : PRO Assisting / Typist

- ❖ Name of Employer : **Cosmohub Administration Services-Abu Dhabi**
Working period : April 2013 to till date.
Position : PRO Assisting / Typist

DUTIES & RESPONSIBILITIES

Typist:-

- E-Services of Emigration UAE
- FAWRI services of Companies
- Labor Services of UAE
- Emirates ID Services of UAE
- Medical Dubai
- Typing agreement for Ministry of Labour for creating Computer Card and E-Sign Card.
- Typing and Documents Clearing for New Trade license
- Creating and clearing the documents for Jebel Ali, Hamriyya and Khalidiyya Ports.
- Typing letters for Vehicle Selling, Buying, Registering and Passing also typing for Insurance.
- Company License Renewal & Document Attaching
- Documentation and Filing
- Office management and document controlling.
- Maintain personnel filing system and keep filing up to date

PRO Assisting:-

- Arrange (New trade license, renewal license, quota, work permit, Relative work permit, Mission visa, visit visa, Temporary work permit, Company Labour card etc.) for expatriates and their family.
- Schedule staff's Visa, Medical, Emirates Id of Many Companies

- Schedule staff's visa, medical, Eid, coordinating with other internal and external departments.
- Collect all appropriate documentation necessary for visa and permits required to be processed.
- Responding to staff queries on Visa/ Labour/ Passport related matters.
- Ensure all visas, medical and labour permits are up to date and arrange timely renewal.
- Assist in all general inquiries concerning labour and immigration matters.
Will provide admin support as needed.
- Organize periodic renewal of Licenses
- Submission of correct documentation to the Ministry Of Labor for Visa Application
- Submission of correct documentation to obtain licenses and efficient collection of Licenses to take place when completed
- Take, submit & collect all necessary documentation in order to organize all Employee official paperwork.
- Arrange medical tests, passports, memos, promotional draws and fine resolution.
- Represent the Company at locations such as the Police Station, Airport, Embassies

REFERENCES

- | | | |
|------------------------------|---|--|
| 1. Ansaar Documents Clearing | : | Mr. AJAY KUMAR KOSH
Manager of Ansaar Documents Clearing
Al – Qusais, Dubai – U.A.E
+971-559160465 |
| 1. Cosmohub Admin Services | : | Mr. HARIS
Manager of Cosmohub Admin Services
Hamdan Street Abu Dhabi – U.A.E |

DECLARATION

I do hereby declare that all the particulars given above are true and correct to the best of my knowledge and belief. I hope my skills are sufficient for your requirement. I humbly request your good self to permit a chance to work in your esteemed Organization.

SALAHUDHEEN