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Samer Mohammed Abdel Karim Salem Abouibeida

Personal Information

- Marital status: Married
- Nationality: Palestine
- Date of Birth: 10, March , 1977
- Place of Birth: Abu Dhabi, United Arab Emirates
- 4 Children

Objective

I'm seeking a suitable job in Public Relation and Human Resources to upgrade my skills in my career.

Education

[Oct, 2012 - Feb, 2013] **AI KHAWARIZMI INTERNATIONAL COLLEGE** Abu Dhabi, UAE
ABP Advanced Diploma in International Business Skills.

[June, 2011] **Abu Dhabi School For Secondary Education** Abu Dhabi, UAE
High school Education scored 81.6 %.

I am currently working as a communications officer at Service Hub Contracting and General Maintenance Company from 23/10/2024 until now.

I worked for 6 months in the Specialized Medical Care Center as an Admin, data entry and call center from 18/08/2021 to 19/02/2022. (Estijabah / Department of Health / Crisis and Disaster Management System).

Professional experience

[February, 2012 – November, 2019] 1- **FOOD & AGRICULTURE ORGANIZATION OF THE UNITED NATION - (F.A.O)** Abu Dhabi, UAE

Public Relations Officer (Liaison and Protocol Specialist)

- Liaises with accordance of the protocol of the Ministry of Foreign Affairs for obtaining necessary visas / residence permits for the Staff. Prepares the necessary forms for visas and residence permits and keeps records.
- Working for the office to ensure that visas are issues for all SNG staff and guest in a timely manner and Provide pouch/dispatch services for the SRC and SNG Office.
- Supervised and coordinated the work of the department visa. administrative staff, and subordinate officers and saw through their activities
- Managed all legal and government related documents
- Arranged for and received corporate clients and visitors
- Managed all legal documents in the ministry of foreign affairs and apply for all the application.
- Maintains a log book to monitor the renewal of residence permits of staff and their families.

- Act as the focal point to MoFAIC, MICAD and Immigration Department with respect to mailing, pouching, protocol of airport, Dewan, higher authority offices in country to ensure smooth official interaction as needed.
- Liaises with different embassies to issue visas for the staff and prepares necessary forms requested for this purpose.
- In case needed supports protocols formalities at the airport, Ministry of Foreign Affairs, embassies and other UN agencies during high level incoming/outgoing missions.
- Handle local and organization formalities in the case of any accident; ensure that in this case all organizational and local/country rules, regulations and procedures are followed correctly.
- Arrange and book airline tickets and travel for staff and arrange and book hotels for visitors to work.

[June,2007 – Sep,2011] **2- Organic Agricultural Center (Crown Prince Court)**
Abu Dhabi, UAE

Public Relations Officer

- Supervised and coordinated the work of the department visa. Administrative staff, and subordinate officers and saw through their activities.
- Managed all legal and government related documents.
- Arranged for and received corporate clients and visitors.
- Supervised the expediting and shipping of export goods.
- Manage incoming and outgoing shipment through Emirates Post and DHL.
- Arrange necessary documents for custom and cargo clearance in international airport.
- Arrange and book airline tickets and travel for staff and arrange and book hotels for visitors to work.

[August, 2001 – February,2007] **3- Private Department for H.H. Sheikh Zayed Bin Sultan**
Al- Nahyan - General Environment & Agricultural

Public Relations Officer

- Supervised and coordinated the work of the department visa. Administrative staff, and subordinate officers and saw through their activities.
- Managed all legal and government related documents.
- Arranged for and received corporate clients and visitors.
- Arrange and book airline tickets and travel for staff and arrange and book hotels for visitors to work.

Other Skills

- Certificate - Basic Security In The Field (UNITED NATIONS DEPARTMENT OF SAFETY AND SECURITY)
- Certificate - Basic Security In The Field (FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS)
- Certificate - Advanced Security In The Field (UNITED NATIONS DEPARTMENT OF SAFETY AND SECURITY)
- Certificate - Advanced Security In The Field (FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS)
- Certificate - Information Security Awareness Foundational Assessment (UNITED NATIONS DEPARTMENT OF SAFETY AND SECURITY)
- Certificate - Information Security Awareness (FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS)
- Certificate – BSAFE (UNITED NATIONS DEPARTMENT OF SAFETY AND SECURITY).
- Certificate - Prevention of Fraud and other Corrupt Practices. (FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS).
- Certificate - Prevention of Harassment, Sexual Harassment and Abuse of Authority. (FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS).
- Certificate - An Introduction to Risk Management (FOOD AND AGRICULTURE ORGANIZATION OF THE UNITED NATIONS).
- Certificate - Business Communications from (Al Khawarizmi International College).
- Certificate - Customers Service from (Al Khawarizmi International College).
- Certificate - Certificate - Business Basic and Finance from (Al Khawarizmi International College).
- Certificate - Self Awareness & Personal Development from (Al Khawarizmi International College).
- Certificate - Business Etiquette from (Al Khawarizmi International College).
- Certificate - Time Management from (Al Khawarizmi International College).
- Certificate - People Skills from (Al Khawarizmi International College).
- Certificate - IT for Business from (Al Khawarizmi International College).

- Certificate - ICDL from (Emirates College of Technology).
- Certificate - High Executive Secretary from (Emirates College of Technology).
- Certificate – IT Security from (Al Khwarizmi International College).
- Certificate - Human Resources Management from (Al Khawarizmi International College).
- Certificate - Public Relation from (Al Khawarizmi International College).
- Certificate English language from the British Council.

Languages

- Arabic (Fluent)
- English (Good)

- UAE Driving License From (Abu Dhabi) - Light vehicle.