

# ABU NASAR GHAZALI

Position: **PRO / ADMINISTRATIVE ASSISTANT**

Experience: **4 Year**

Educational Qualifications: Graduation

Key Skills: **Document Controlling, PRO Work, Manpower Management, Time Management, Energetic, Shipping Coordination.**

Mobile & WhatsApp: **+971. 558643043**

Current Location: **DUBAI, UAE**

Email: **abunasar09@gmail.com**



## PROFESSIONAL SUMMARY

Self-motivated PRO & Administrative Assistant 4 year of experience in management & specialize in PRO & Administration work, manpower handling & PRO work, utilizing my knowledge of Administrative management towards the growth of the Organization.

## PROFESSIONAL EXPERIENCE- (4 Year)

### PRO & Administrative Assistant

At **STARGOLD GROUP OF COMPANIES (Dubai).**

*Feb 2016 – May 2020*

- ✚ Processing labor & immigration related work (new, renewal and transfers).
- ✚ Processing of all Company Registration Documents (Trade license submission to Municipality and Economic Department, Chamber of Commerce, MOFA).
- ✚ Inputting information into designated fields using various databases.
- ✚ Obtain quarterly sponsorship reports from the immigration / Labour office and tally sponsorships and re-submit to immigration / Labour office with relevant support documents.
- ✚ Ensure that all relevant documents are submitted on time immigration / Labour with regard to cancelled.
- ✚ Monitor the renewal of permits trade license, chamber of commerce certificates, civil defense certificate etc.
- ✚ Coordinate with HR Connect team in Dubai office and assist in any work related to Government relations.
- ✚ Support and assist the business in staff visa cancellations.
- ✚ Regularly advise, update and communicate any new law changes, procedures and all change related to ministerial and governmental announcements to senior management.
- ✚ Resolving routine administrative problems like office employee time management, Stationery, inventory management, leave management.
- ✚ Assisting in the preparation of Rental Agreements, Shipping Receiving, Loan Guarantee Papers Preparation, Travel Arrangements of all staffs.
- ✚ Looking after junior members of staff and encouraging them to do better.
- ✚ Ensuring that confidential documents are not left lying around.
- ✚ Ordering office stationary, providing information to staff daily routine Executing document control procedures.
- ✚ Checking emails and voice mails and ensuring timely responses to all inquiries.
- ✚ Preparation of all kinds of insurance, renewal of insurance and dealing with the insurance companies in subject of any kind of matters.
- ✚ Returning calls to individuals as directed by senior managers.

## KEY SKILLS

- ✚ Communication and organizational skills.
- ✚ Attention to details and problem solving.
- ✚ Excellent Labor Management Skills.
- ✚ Public Relations.
- ✚ Ability to work in a fast paced environment and handle multiple tasks.
- ✚ Ability to build and maintain relations with a diverse workforce.
- ✚ Strong interpersonal skills
- ✚ Strong organizational & prioritization skills.
- ✚ Strong background of UAE Labor Law.
- ✚ Strong time management skills.

## **EDUCATION**

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✦ **Bachelors from Derozio Memorial College** in the year **2014**

✦ **Higher secondary from WBBSE** in **2011**

### **Certifications web:**

- 2012: MS Windows, Excel & all Office Applications at Cyber Zone Computer, India

## **PERSONAL INFORMATION**

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Date of Birth	30th Oct,1993	Marital Status	Single
Nationality	Indian	Permanent add	EAST BERA BERI, P.S- AIRPORT, P.O- R- GOPALPUR KOLKATA 700136
Gender	Male		
Language	English, Urdu, Hindi & Bengali.		

## **DECLARATION**

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I promise that the information furnished above is true to best of my knowledge and belief.

(Abu Nasar Ghazali)