

**SABEER ALI. PM****Dubai – United Arab Emirates****Contact: +97158 226 3132****Email: pmsabeerali@gmail.com**

Objectives

Seeking a challenging position in management that will allow me to contribute my knowledge, experience, and skills to the organization's growth. My dynamic personality, innovative ideas, and ability to work well in a team should all aid me significantly in contributing to the company's and my own growth.

Professional Experience:**SMART TRACK GOVERNMENT TRANSATION CENTER (AMER) Dubai - UAE**
HR Supervisor TASHEEL**2018 Dec – 2021 Aug****Key Responsibility:**

- Prepare online emigration documents (visa renewal, new visa, medical, emirates id etc.) MOL, Immigration and Emirates ID.
- Maintaining training for all staff, typing and how to handle the customers.
- Maintaining daily reports to the General Manager.
- Helping and dealing with all the PRO's and providing them the sufficient information for all enquires.
- Financial documentation and accrue ment of company
- Foremost priority to provide the customers in a professional manner and running the business smoothly.
- Arrange visa (work permit, husband sponsored visa, visit visa etc.) for expatriates and their family.
- Typing Emirates ID.
- Submit all Documents by Tasaheel Service.
- Arrangement papers for Labor Office & Immigration Office.
- Making accounts for the company.
- Explain the labor & Immigration rules & regulation to customers.
- Writing letters in English & Arabic (Like Resignation letter, Salary Increase, leave letter, etc.
- Organize visas for holiday and business related travel.
- Schedule staff's visa, medical, coordinating with other internal and external departments.

EXECPRO BUSINESS MANAGEMANT - Dubai
Public Relation Officer**2017 Jan – 2018 Nov**

Key Responsibility:

- Collect and give regular updates on all work and migration standards from the government offices to keep the HR office well informed for any changes in procedures and rules.
- Submit, follow-up and gather all new work and business visas to guarantee that the visas are handled and processed on time.
- Renew, update and keep up all workers and their dependents' visas and work contracts on time to guarantee that organization's records are up to date in the labor and Immigration Departments. Send notification to employees on required documents before their visa expires.
- Makes sure all business and trade Licenses are updated, follow-up official approvals and permits, to prevent unnecessary violations.
- Accurately prepare and process required legal documents like rent contract attestation in government agencies such as Ministry of Economic, Ministry of Finance, Customs, Court, Chamber of Commerce, Traffic Department and Municipality.
- Collect all appropriate documentation necessary for visa and permits required to be processed.
- Ensure all visas, medical and labor permits are up to date and arrange timely renewal.

**KARAMA STAR TYPING AN DOCUMENT CLEARANACE - Dubai
HR Assistant & Immigration Typist**

2011 Nov – 2017 Dec

- Types visa and other immigration applications in Arabic into the online government immigration systems
- Prepares letters or other requested correspondence documents in Arabic
- Arranges for translation of documents into Arabic from the legal translation office
- May translate simple documents into Arabic or English on an as needed basis
- Monitors and reassigns cases from the Abu Dhabi Immigration mail inbox
- Coordinates with PROs and updates the immigration tracker on a daily basis
- Sends immigration updates or generate reports from the tracking system.
- Receives and returns passports and other immigration related documents back to staff
- Maintains an electronic log and database of processed visas, passports, Emirates IDs, insurance cards.
- Keys immigration data into the system
- Prepares expense claims

**BINS AYURVEDA PHARMACY – Kerala INDIA
Admin Executive & DTP Operator**

2010 Sep – 2011 Oct

**PV Stores – Kerala INDIA
Office Assistant**

2009 Feb – 210 Jul

Skills:

- Strong background of the U.A.E. Labor law
- Experience in similar position in Dubai
- Administration skills
- Good Oral & written English
- Good Computer skill
- Multilingual professional
- Solid background on UAE Labor law most importantly on Immigration rules and regulation
- Effective interpersonal skills to successfully work with local government agencies.
- Great organizational skills

Educational Qualification:

Bachelor of Arts

Graduated(BA Arabic) From Calicut University in India (2006-2009)

Technical Qualification:

Diploma In Computer Application

From G-Tech computer education Calicut-India

Personal Information:

Nationality	: India
Date of Birth	: 12/05/1986
Driving License	: UAE Light Vehicle
Passport No	: S3131845
Date of Expiry	: 23/07/2028

I here with declare that the information furnished above is true and correct to the best of my knowledge and belief.

Sabeer Ali PM