

AMAD-UD DIN

Profile



 Dubai, UAE.

 +971521330672

 Emadqazi0@gmail.com

- An enthusiastic and ambitious with highly motivated and Leadership skills with good Communication skills.
- Eager to learn new methodologies in Entrepreneurship, Software and Technology
- Ability to deal with people in an effective manner
- Quick Learner and ability to work as individual as well as in group.
- Possess problem solving and office coordination skills, and exhibit excellent time management.

Work Experience

Title : Senior Visa Typist/Office Supervisor(Tasheel, Mohre, Emirates id,Medical, Insuranc,Tadbeer,Gdrfa etc....

COMPANY: AICabana Business services Dubai, UAE Reports to: General Manager.

PERIOD : July 2022 , currently working here.

COMPANY: Nadra Registration Centre Islamabad, Pakistan Reports to : General Manager.

PERIOD : 2010 to 22011 worked.

COMPANY: Alsayad Documents Clearing Dubai, UAE Report to : General Manager.

PERIOD : 2012 to 2016 worked.

COMPANY: VFS Global (Tasheel center) Dubai, UAE Reports to : Senior Supervisor.

PERIOD : 2017 to 2019 worked.

COMPANY: Al Nazih Government Services Dubai, UAE Reports to : Senior Supervisor.

PERIOD : November 2019 to 2022

Note: Able to join immediately

Key responsibilities and accountabilities:

- Types visa and other immigration applications in Arabic into the online government immigration systems
- Prepares letters or other requested correspondence documents in Arabic.
- Manage day-to-day activities of the Visa Application.
- 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.
- Maintains the list and tracks leavers against staff registered for trade licenses purposes.
- Provides advice on basic queries or escalates more complex issues to the management.
- Assists with updating immigration documents, processes and procedures required to know by the client.

Key responsibilities and accountabilities:

- Arranges for translation of documents into Arabic from the legal translation office.
- Document scrutiny & collection for visa processing Handling customer/applicant queries personally or via email, telephone Ensuring all administration & logistics of passport delivery to consulate / applicant /Logistics Company etc.
- Maintain & record all application data Handling of cash & bank related transactions if assigned.
- Typing application for visa and other immigration.
- All Tasheel, Emirates Id and Medical application typing.
- Transfer data from paper formats into digital files or database systems.
- Keeping information confidential in accordance with security policies.
- Scan and print files, as needed.
- Create spreadsheets and presentations, combining various data from existing files.

Key responsibilities and accountabilities:

- Provides data by operating a computer.
- Performs defined tasks per documented instructions/processes.
- Prepares equipment for operations by accessing software in computer.
- Makes appropriate changes to the documentation, as needed.
- Monitors and manipulates daily system jobs.
- Maintains incident logs for all monitored systems.
- Resolves user problems by answering questions and requests.
- Ensures operation of equipment by completing preventive maintenance requirements and tests and following manufacturer's instructions.
- Troubleshoots malfunctions.
- Continuously monitors and reacts to IT operations processing schedule.
- Responds to incoming telephone calls, email, and voice mail inquiries from internal customers (within IT department) regarding computer-related problems.
- Maintains supply inventory by checking stock to determine inventory level.
- Maintains client confidence and protects operations by keeping information confidential.
- Contributes to team effort by accomplishing related results as needed.



Skills

- HTML
- Microsoft Office
- Word 2010
- Excel 2010
- Power Point 2010
- Typing speed – 40 wpm [English & Arabic]



Interests

- Travelling
- Socializing
- Ethic team working
- Swimming
- Football & Cricket
- Researching



Education

Academic Qualification

Higher Secondary Certificate

Board of Secondary Education, Govt. of Kohat, Pakistan



Languages

- English
- Hindi
- Urdu



Personal Details

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|----------------|-------------------|
| Father's Name | : Mr. Amad Ud Din |
| Marital Status | : Married |
| Nationality | : Pakistan |
| Gender | : Male |
| Religion | : Muslim |
| Passport No. | : BZ7797813 |
| Issue Place | : Kohat, Pakistan |
| Expiry Date | : 04/10/2026 |
| Visa Status | : Employment Visa |
| Expiry Date | : 01/02/2023 |

Declaration

I, Amad Ud Din, hereby declare that the information contained herein is true and correct to the best of my knowledge and belief.

Yours Faithfully,
Amad ud Din