



Muhammed Ajmal

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Aspiring to carve a niche for myself in an organization of repute where my professional exposure and skills could contribute to achieving the organizational goals and my professional aspirations.

PROFESSIONAL SNAPSHOT

- ✚ **Extensive background over 7 years Public Relations, HR and Administrative affairs**, including experience in large visa application, strong experience in handling SMART-GDRFA, MOHRE, TASHEEL, DED, DM, DEWA, RTA, MOFA, DHA, E-DIRHAM, SOE, DUBAI POLICE, AMER, TADBEER, DMCC Free Zone Portal and records management.
- ✚ **Highly goal-oriented**, result-driven and dedicated professional with the demonstrated ability.
- ✚ **Effective Team Player**, ability to work in a diverse environment, and self-motivated to contribute towards team/ company goals, in addition to individual commitment towards excellence.

EXPERIENCED SKILLS

- | | | |
|----------------------------|----------------------------|----------------------------|
| ✚ SMART-GDRFA Online | ✚ SOE Online | ✚ E-dirham Tracking Online |
| ✚ Medical Online | ✚ DED Procedures & Online | ✚ PO Box/ Salik |
| ✚ Tasheel Online | ✚ RTA Procedures & Online | ✚ Amer/ Tadbeer |
| ✚ MOHRE | ✚ Dubai Court Notarization | ✚ DMCC Portal Online |
| ✚ Dewa Procedures & Online | ✚ Dubai Police | ✚ Records Management |
| ✚ DM Online | | ✚ HR Support |

PROFESSIONAL EXPERIENCE

VAMM Group SFO DMCC, JLT, Dubai, UAE
Public Relations Officer

August 2018 - December 2019

Hills & Fort Construction LLC, Dubai, UAE
Public Relations Officer

April 2012 - July 2018

Internally Communicate with:

- ✚ HR Department
- ✚ Administration Department
- ✚ Finance Department

ACADEMIC CREDENTIALS

- ✚ Bachelor's Degree in English - University of Calicut, Kerala, India.
- ✚ Diploma Functional Arabic – Kerala, India.
- ✚ NAM Higher Secondary School –Kerala, India.

ADMIN EXPERIENCE

- ✚ Keep tracking expiry date of employees residency permit.
- ✚ Keep and updating excel record for employees' credentials.
- ✚ Maintaining Employees' soft copy documents in Employees' folder.

- ✚ Inform HR team list of expiring employees each month.
- ✚ Prepare and inform fund requirement list of expiring employees' renewal to the Finance Department.
- ✚ Preparing Bills and submit to Accounts department in proper manner.
- ✚ Maintaining company documents like Office Ejari, Trade License, Establishment Card, PO Box.
- ✚ Conduct weekly discussion with management.
- ✚ Handling petty cash and vouchers.

PRO EXPERIENCE

- ✚ Controlling and handling all works for different government departments including DMCC.
- ✚ Ensure 1000+ employees Work Permit, Resident Permit, Medical, National ID and its renewals.
- ✚ Proficient with Labour (Tasheel), Immigration, Dubai Municipality, RTA, SOE online process.
- ✚ Prepare and arrange Medical and Emirates ID biometrics for new and renewal of visa.
- ✚ Handling new and renewal of Trade License, Establishment Card and its amendments including DMCC.
- ✚ Addition and Deletion of Partner and Economic Activity in Trade License and obtaining approval in DM.
- ✚ Obtaining Free Zone approvals for all legal formalities on Free Zone Company (DMCC).
- ✚ Renew Trade License in Dubai Municipality online system using proper documents of the Company and Dubai Municipality approved engineers as per Trade License activity requirements.
- ✚ Register Labour Camp in MOHRE online camp registration system.
- ✚ Apply for Municipality examination as per Dubai Municipality requirements based on Trade License Activities.
- ✚ Preparing SOE membership renew/ new application for Dubai Municipality purpose.
- ✚ MOA and POA (new & amendment) Notarizing from Dubai Court in presence of Partners/ Sponsor.
- ✚ Proficient with RTA related activities like Vehicle renewal/ Transfer/ Possession Certificate.
- ✚ MOFA attestation, Tadbeer, Amer Service, Etisalat, Du and PO BOX.
- ✚ Obtaining Dubai Police Certifications as per requirements/ Reporting incidents.
- ✚ E-dirham online statement tracking.
- ✚ Assist Colleagues in Family visa.

External:

- ✚ Delivery and Collection of documents and payments.

PERSONAL DOSSIER

- ✚ Date of birth : 13/05/1987
- ✚ Gender : Male
- ✚ Marital status : Married
- ✚ Nationality : Indian
- ✚ Language known : English, Arabic, Hindi, Tamil & Malayalam.
- ✚ UAE Driving License : Yes (UAE and India)

- ✚ Reference available on request.