


<p><b>IMRAN SAID ZAMAN</b></p> <p><b>0335-9888988,0331877767</b></p> <p><b><u>Imranoking786@gmail.com</u></b></p> <p><b>Tarai kalan islamabad</b></p>		
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### **Profile:**

- **More than 2 years successful experience as Public Relation Officer in all Emirates.**
- **Established New Trade Licenses for Off-shore and On-shore companies.**
- **Handled Staff Visas up to 50 persons.**
- **Arranging and Finalizing Labor Accommodations (If required).**
- **Acquiring Permission and Permits for Construction Work from the concerned Government Authorities.**
- **Handled complete Account of TASHEEL. Reconciliation and submission to Accounts Department for reimbursement.**
- **Reporting directly to the HR Operation Manager.**
- **Experienced in working for Private PRO services. Assisted and monitored numerous different Trade Activities Licenses and Real Estate finalizing.**
- **Coordination with Chamber of Commerce (All Emirates), Municipality (Alain , Abu Dhabi , Dubai ) Electricity Departments (ADWEA, DEWA, SEWA, FEWA), Free Zones (All Emirates), Police and Courts (All Emirates).**
- **Well versed with MS Word, Excel and Power Point.**
- **Experience in Handling Oman PR Issues.**
- **Fluent in Arabic, English and Urdu , Pashtu.**

### **Employment History:**

**Saeed Zaman      Trading  
Alain , UAE**

- **Manages the response of the company in emergency circumstances.**
- **Obtaining all necessary approvals, licenses and documentation for the company and retail shops.**
- **Obtaining and renewing all residency visas, for all company employees.**
- **Ensuring that the company is up to date with relevant regulations, requirements set by the municipality and Civil Defense authorities.**
- **Assist the company in any day to day operational matters.**
- **Responsible in handling all issues in regards to Employee & Immigration Law.**
- **Arrange Visa (Work Permit, Husband Sponsored Visa, Visit Visa, and Humanitarian Cases) for client, employees and their families.**
- **Ensure all Visa, Medical and Labour permits are up to date and arrange timely renewal.**
- **Assist in all General Inquiries concerning Labour and Immigration matters.**
- **UAE Municipality work, Trade License and other renewal works with Economic Department.**
- **Provide Admin Support for Bank related work, Post Office and Courier Etc.**
- **Attending issues in any other Government Authority and Immigration.**



**OASIS HOSPITAL**  
**Alain , UAE**

**Part Time – 3 motnhs**

- **Manage labor related matter**
- **Worked as a Translator and Receptionist**

## **AL ZAMAN GROUP. LLC**

- **Submit and ensure the processing of all types of applications and paperwork to the local government bodies.**
- **Submitting visit visas, employment or residence visas, trade licenses etc.**
- **Proactively manage the timely renewal of all Employment Visas.**
- **Assist all sponsored staff in the medical check process.**
- **Maintain database of all passports and residence visas.**
- **Manage the visa / labor card cancellation process.**
- **Keep up-to-date with UAE labour issues and anything that is related to the Organization.**
- **Any other task assigned by Line Manager.**

## **ACADEMIC QUALIFICATION**

- **SENIOR SECONDARY SCHOOL**

### **Skills:**

- **Excellent Planning and organizational skills.**
- **Ability to communicate with everyone effectively.**
- **Builds relationships quickly.**
- **Good Attention to detail.**
- **Able to articulate well.**
- **Word processing using Microsoft Office.**
- **General administration skills.**
- **Excellent verbal and written skills in English.**
- **Good Communicator & Coordinator.**

- **Confident & Quick Learner.**
- **Self-Motivated.**
- **Good dealing with customer, and satisfied to them.**
- **Work at any post with full confidence and hard work.**

### **Languages:**

**Arabic , English , Pashtu and Urdu fluently spoken.**

### **Personal Details:**

**Full Name : Imran said zaman**  
**Father's Name : Said zaman**  
**Date Of Birth : 20-JUN-1992**  
**Mobile No : +971 552323808 , 0503496164**  
**Nationality : Pakistan**  
**Marital Status : Married**  
**Driving License : Light Vehicle Driving License**

### **License Details**

**License No : 1014909**  
**Issue Date : 03/01/2011**  
**Expiry Date : 30/12/2023**  
**Place Of Issue: Abu Dhabi**

### **References:**

- **Abdul Aziz Zaman: Owner of Zaman group and Said Zaman Trading ( 0554229933)**  
**All other reference will be furnished upon request.**