

<p>IMRAN SAID ZAMAN</p> <p>0335-9888988,03318777767</p> <p><u>imranoking786@gmail.com</u></p> <p>Tarai kalan islamabad</p>		
--	--	---

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 months

- **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.