

CURRICULUM VITAE

AHMED OMER KAMEL

Sr. Public Relations Officer / Human Resources Management

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Personal Information:

Permanent Address : El Minya – Beni Mazar - Egypt
Date of Birth : 26/08/1965
Gender : Male
Nationality : Egyptian
Marital status : Married
Driving License : Abu Dhabi
Driving License : Kuwait

OBJECTIVE:

To become an efficient employee in a dynamic and progressive organization, where I can use my strong analytical and interpersonal communication skills. I am strongly enthusiastic to join such a professional team, which offer me opportunities in a challenging and competitive environment.

I am able to provide quick, efficient and reliable services for all Government related jobs such as Employment Permits, Entry Visas, Medical Examinations, miscellaneous jobs related to Immigration, Ministry of Labor & Consulates, and Business Licenses to the company and its group, adhering to the regular amendments in rules and regulations within very short notices.

I am unwavering, meticulous, and highly competent in Human Resources Management. I have consistent record of achieving best results driven work with a proven ability in implementing my work in organized manner for 15 years of my successful career. I expertise in HR Operations, Training & Development, Talent Acquisition / Recruitment, Payroll Management, Operations Management, Reporting & Documentation, Manpower Management, Liaison & Coordination, and Team Management. I have in depth knowledge of all ethics of management. I possess effective communication skills and am a team player with strong Organizational, Logical and Problem-Solving Abilities.

CAREER HIGHLIGHTS:

- ❖ **More than 15 years of working experience in UAE.**
- ❖ **Good communication skills in Arabic, English and Hindi.**
- ❖ **Good computer knowledge in MS Office, Internet & other applications.**
- ❖ **B.Com. Completed**
- ❖ **Driving license - U.A.E and Kuwait**
- ❖ **Worked with constructions company EPC Projects - Oil & Gas.**
- ❖ **Now working with company provider service / company setup – Dubai**

KEY SKILLS:

Responsible to administer the following for business facilitation on a day-to-day basis:

- Obtain new employment visas/work permits for all expatriate employees.
- Monitor and renew employee residence permits.
- . Tracking of renewal of staff passports.
- . Follow-up cancellation of visas for employees and dependents
- Facilitate complex medical / police procedures in event of the death of any employees
- Provide expert advice to businesses and employees on all visa formalities and all other govt related procedures.
- Tracking and Renewal of Trade licenses on yearly basis or prior its expiry.
- Co-ordinate with government departments as and when required.
- Issuing passports to employees and following up on their return when they are back from vacation.

- * Liaise with embassies / foreign diplomatic missions to enable business visits.

- Liaise with UAE Immigration dept. in obtaining business entry visas for global business visitors.
- Administer renewal/cancellations of all Labor Accommodations and the respective FEWA and Etisalat connections.
- Administer company and joint venture companies' licenses and tax remittances with various UAE govt. authorities viz., Economic Department, Municipality, Chamber of Commerce and Ministry of Finance & Industries etc.
- Provide expert advice to businesses and employees on all visa formalities and all other government-related procedures.
- Accountable for maintaining accurate records for all above services.
- The ever-changing government rules and regulations require the post-holder to be abreast of updates on information/documents and at times certain jobs must be tacked efficiently without much notice.

- Any TO-DO-NOW jobs always have to be evaluated, prioritized and accomplished at short notice.
 - I have commenced my profession as Administration Officer and risen myself as Manager – Human Resources in reputed company. I would like to see myself growing with passing years with hard work and dedication. I have been awarded many accolades for my result oriented hard work.
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- Obtain document certification approval from Government, local authorities and embassies
 - Coordinate the employment and residency visa/permit application for all employees.
 - To support employees with Visa Applications, Emirates Ids, Visa Renewals, Medical Reports, Passport expiries and visa transfer processes.
 - Deal with general enquires regarding PRO functions promptly and efficiently to enhance the level of department service.
 - Assist the office in determining any issues identified with organization vehicle registration and renewals.
 - Preparing for new and renewal of trading license, chamber, contracts etc.. And all municipality works.
 - Preparing application for car registration, renewal, driving licenses for expatriates.
 - Filling forms, arranging the required documents for submission in the Ministries / consulates
 - Preparing security pass applications for onshore and offshore employees (Oil fields area).
 - LOA request submission through online Gasco...etc..
 - Accurate typing skill in Arabic and English.
 - Letter drafting and document controlling.
 - Follow up with the authorities for collection.
 - Communicating to all dept. Head with the company for implementation.
 - Monitoring NOC's renewal and submitting well in advance to the relevant authorities.
 - Build excellent relationships with company staff in order to communicate and update them with the status of the requested -
 - Arrange to attest Educational, Marriage and Birth Certificates for personal purpose.
 - Reserve, processes and follow up with medical service for company employees and their dependents
 - Manage the petty cash assigned for immigration online application expenses
 - Good contacts and excellent knowledge of the processes involved in executing his duties.

- Monitor and renew employee residence permits.
- Facilitate complex medical / police procedures in event of death of any employee or next to skin.
- Liaise with AUTHORITY regarding any issues, manage any issues arising and ensure compliance with procedures and protocols.
- Liaise and manage ad doc dealings with Federal Tax Authority.

PROFESSIONAL EXPERIENCE:

EXPERIENCE			
Organization	Designations	From	Up To
(ARM GROUP) Al Raha Mechanical	SR.PRO – LEGAL ADVISOR	01-09-2023	TILL NOW
EXPRESSPRO COMPANY -PROVIDER SERVICE / FOR SETUP	PRO	01-12-2022	31-08-2023
Kuwait Projects – KOC (GC-31 & EWTIP)	HR / Sr. Public Relations Officer	07-11-2015	15-01-2019
Essar Group – Abu Dhabi	Sr. Public Relations Officer	Sep. - 2013	31-07-2015
Dodsai Engineering & Construction Pte. Ltd, Abu Dhabi &Dubai - U.A.E.	ADMIN / Sr. Public Relations Officer	1993	Sep. 2013

Company : **Dodsai Kuwait Projects – (GC-31 & EWTIP)**
 Designation : **Senior Public Relations Officer**

Experience	Project Handled	Jobs & Responsibilities
07-11-2015 to 15-01-2019	GC-31 & EWTIP PROJECTS KUWAIT	<ul style="list-style-type: none"> - Handling both projects at site to control (KOC – Gates), good relations with police authority in KOC - Coordinating with PROs job (Immigration – Labor dept. – Medical – RP stamping – Finger print – etc...) and others Government works related to our projects. - Control camp activities related to labor problems at Abdali Camp. Daily going from Abdali Camp to Hamadi office to control and do accomplish company work.

Company : **ESSAR Construction Overseas, Abu Dhabi**

Designation : **INTERFACE / Senior Public Relations Officer**

Experience	Project Handled	Jobs & Responsibilities
Oct. 2013 - Jun. 2015	Gasco- Replacement of 16" CPL from Habshan to Ruwais	<ul style="list-style-type: none">- Submission of NOC request letter to ADNOC, ADCO, GASCO, TAKREER, ADWIA TRANSCO, CNIA(CICPA) and other various Governments and major private authorities.- Monitoring NOC's renewal and submitting well in advance to the relevant authorities- Oil field pass coordinator (Employees and Vehicles)- Traffic Police registration and renewal of vehicles and equipment's- Coordinator and handling Abu Dhabi Police committee hiring vehicles Dept.- Involving and solve any problems with local police anywhere at site of UAE.- Admin and Public job at site.- Good relations with Municipality and local Police.

Company : **Dodsal Engineering & Construction Pte. Ltd, Abu Dhabi Dubai, U.A.E.**

Designation : **H R. / Senior Public Relations Officer**

Experience	Project Handled	Jobs & Responsibilities
Sep 2010 - Oct. 2013	Ruwais Refinery Expansion Project	<ul style="list-style-type: none">- Oil field pass coordinator (Employees and Vehicles)- Traffic Police registration and renewal of vehicles and equipment's- Coordinator and handling Abu Dhabi Police committee hiring vehicles Dept.- Involving and solve any problems with local police anywhere at site of UAE.- H R. and Public job at site.- Good relations with Municipality and local Police.

Jul 2007 - Sep 2010	Ruwais Sulphur Project - Phase III	<ul style="list-style-type: none"> - Typing application form for oil pass. - Coordinating oil pass. - Coordinating & maintaining the record for Abu Dhabi police committee (hire) & de-hire vehicles. Handling hiring agreements. - Handling vehicles and equipment Registration and renewal at traffic dept. - Involving in the matter base at site with local Police & government dept. - Admin and public job at site.
Sep 2004 - Jun 2007	Abu Dhabi – Bu Hasa Facilities Development project	<ul style="list-style-type: none"> - Oil field passes controller for 4000 persons and 200 vehicles - Handling hiring vehicles with traffic committee. and Dhafra committee. - Handling hiring vehicles agreements. Admin & public job at site - Handling vehicles and equipment registration and renew of registration card at traffic dept. - Contact and good relation with police and municipality at Abu Dhabi.
Dec 2002 - Sep 2004	Egypt - Damietta Elng project	<ul style="list-style-type: none"> - Transportation in charge Co-ordinate of port gate passes. - Admin & public job at site and Damietta.
Mar 2001 - Nov 2002	Dubai - Jebbel Ali Power St. (Dewa) Project	<ul style="list-style-type: none"> - Gate pass controller. - Admin & public job at site. - Clearance any documents related to project and government at Dubai.
1999 - 2001	Abu Dhabi - Taweelah A2 Power Plant Project	<ul style="list-style-type: none"> - Gate pass Co-coordinator. - Admin & public job at site. - Clearance any documents related to project and government at Abu Dhabi city.
Mar 1998 - 1999	Oman – Sur Elng. Project	<ul style="list-style-type: none"> - Arrange all documents related to immigration and labour dept. - Gate pass controller. - Admin & public job at site.
1996 - 1998	Kuwait – KNPC Gas Plant Project	<ul style="list-style-type: none"> - Gate pass controller. - Preparing all documents related to immigration and labor dept. - Admin & public job at site.
1994 - 1996	Abu Dhabi - Bu Hasah – Injection Gas Plant	<ul style="list-style-type: none"> - Gate pass controller. - Admin & public job at site. - Clearance any documents related to project and government at Abu Dhabi city.
1993 - 1994	Abu Dhabi - Taweelah Power Plant Ext.Unit 4 – Project	<ul style="list-style-type: none"> - Gate pass controller - Admin & public job at site - Clearance any documents related to project and government at Abu Dhabi city

ACADEMIC CREDENTIALS

- Bachelor of Commerce: Cairo University - Egypt

LANGUAGE PROFICIENCY:

- Arabic : Speak, read and write professionally
- English : Speak, read and write professionally
- Hindi : Speak and read amateur

Declaration:

I hereby declare that the above information giving by me is true to the best of knowledge and belief. If you could grant me an opportunity, I could give you complete satisfaction and loyal service.

Yours Faithfully,

AHMED OMAR KAMEL