



# ALI MOHAMMED AL OBADI

## WORK EXPERIENCE

**Public Relations Officer - Hamdan Bin Rashid Al Maktoum Foundation for Distinguished Academics Performance - Dubai**  
From 07.2015 - 07.2021

### Main Duties:

- Collect and give regular updates of all labour and immigration standards from government offices to keep the HR office well informed of any changes in procedures and rules.
- Sending, following up and receiving all work visas and new visas to ensure this Visas are handled and processed on time.
- Ensure that all commercial licenses are updated and follow up on official approvals and permits to prevent unnecessary violations.
- Representing the company in various offices such as the airport, embassies, police station, Ministries/municipalities and other government departments.
- Dealing promptly and productively with general inquiries about PRO jobs
- Provide information and support the HR department by making recommendations about best practices in order to speed up the process of obtaining residence permits and more effective.
- Renewal of commercial license and establishment cards
- Medical examination procedures for employees and their families.
- Manage daily transactions of professionals on various immigration portals.
- Sending notice to the employees regarding the required documents before the expiry of the visa/labour card
- Manage the list of visas when visa/work rules change
- Maintain a database of all passports and residence visas by scanning all documents and directly updating the database when details change.
- Managing corporate licenses and tax transfers with the different emirates and government agencies, the economic department, the municipality, the Chamber of Commerce, and the Ministry of Finance and Industry.
- Evaluate any urgent jobs, prioritize and get them done on short notices.
- Providing correspondence between the company and government institutions and banking procedures such as internal and external transfers.

## PROFILE

Adaptable and ambitious with great ability to learn any new skills and excel in improving and perfecting these skills.

Superb understanding and experience of administrative work, in addition to the sound knowledge and excellent skills in customer service and problem solving.

## CONTACTS

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+971558877979  
+971505177507

EMAIL:  
[alabbadiali@yahoo.com](mailto:alabbadiali@yahoo.com)

## PERSONAL INFORMATION

Nationality: Yemeni  
Gender: Male  
Marital Status: Married

## SKILLS

- Team supervision
- Customer service
- Operations management
- Financial management
- High-value project management
- Employee management
- Customer rapport
- Processes and procedures
- Data collection and analysis
- Accounting, billing and bank deposits for daily sales

## EDUCATION

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**Emirates College of Technology**  
High School Certificate

## LANGUAGES

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**English:**

Very good (reading, speaking and writing)

**Arabic:**

Mother Tongue

**Swahili:**

Fluent (reading, speaking and writing)

**General Supervisor- Abu Dhabi National Oil Company, ADNOC - ABU DHABI**  
**From – 08.2001 TO 10.2010**

**Main Duties:**

- Applied strong leadership talents and problem-solving skills to maintain team efficiency and organize workflows.
- Evaluated employee performance and coached and trained to improve weak areas.
- Handled customer complaints, resolved issues and adjusted policies to meet changing needs.
- Maintained compliance with company policies, objectives and communication goals.
- Set overall vision and provided team leadership.
- Mentored newly hired employees on operating equipment and safety and developed training manual to use for reference.
- Repaired equipment to keep jobs moving smoothly, informing maintenance department of major machinery failures.
- Provided supportive link between external customers and internal operations.
- Monitored workshop work flow for over 50 employees.
- Supported safety officer to enforce regulations, laws and established policies throughout operational stages.
- Directed staff and managed annual capital budget.
- Audited and documented processes and procedures for new accounts department.
- Built, managed and coached insourced and outsourced teams.
- Tracked and prepared quarterly reports of sales goals to management.

## AWARDS AND ACHIEVEMENTS

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- Permit to practice the profession of public relations officer
    - Certificate of completion in the RERA course for real estate
    - Certificate in the basics of influencing others
    - A course in work ethics and dealing with the public
    - Certificate of participation in the events of Dubai Maker 2019
    - Certificate of experience in supervision from ADNOC
    - A course in civil defense and firefighting
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