

HUSSEIN ABUNAR

Store Keeper

📞 0507137350-0507704658

✉️ m0507137350@gmail.com

📍 Abu Dhabi-United Arab Emirates

EXPERIENCE

Public Relation/Government Relations officer

Oryx Wood And Steel Factory L.L.C

📅 12/2018 - 04/2024 📍 Abu Dhabi

- Process all visas and related documents. Work with HR team to ensure visas for all new joiners are processed in a timely and accurate manner
- Ensure documents for Government documents are processed and managed effectively and on time
- Ensure registration/renewal of membership with Chamber of Commerce, Municipalities
- Ensure all documents are typed accurately as required
- Ensure all new joiners complete the medical test, Emirates ID and visa stamping process within required time
- Ensure the business is informed of changes in processes or regulations as soon as it is known
- Ensure all visa cancellations are completed on time
- Maintain and update visa database on a daily basis and provide monthly visa and other reports as required
- Processing applications payment of company bills to Electricity and Water Authorities, Telecoms providers, Customs, Ministry of Labor immigration department Filing (hard & softcopy)
- Tracking residence, exit expiry date and renew it on time
- Manage all the attestation documents for our country new joiners
- Attend with employees to medical center when is needed
- Handover and collect documents and passports
- Collect exit clearance documents from airport
- Build and maintain a strong interpersonal relationship with government representatives and media to strengthen companies image to the public
- Represent company and employees in all business transactions with the local government, court, immigration and labor office

Public Relation/Government Relations officer

Metito overseas limited L.L.C

📅 01/2014 - 11/2018 📍 Abu Dhabi

- Process EID, medicals and visa stamping
- Ensure registration/renewal of membership with Chamber of Commerce, Municipalities
- Ensure all documents are typed accurately as required
- Ensure all new joiners complete the medical test, Emirates ID and visa stamping process within required time
- Process labor cards and labor contracts
- Issue/renew trade license
- Build and maintain a strong interpersonal relationship with government representatives and media to strengthen companies image to the public
- Represent company and employees in all business transactions with the local government, court, immigration and labor office

SUMMARY

Skilled, highly organized and energetic public relation professional with 9 years of work experience and proven knowledge of leadership, problemsolving, and prioritization. With a drive to exceed expectations. Has profound understanding of the importance of timely response to PR inquiries in the development and success of an organization. Seeking to leverage skills and knowledge to contribute to team success.

LANGUAGES

Arabic

Native



English

Proficient



SKILLS

Fast Learner

Creativity

Leadership Skills

Effective Time Management

Ability to multitasking

Decision Making

Ability to work under pressure

Teamwork

Problem Solving

Self-Motivation

Communication Skills

Computer Skills

EXPERIENCE

Store supervisor & Materials coordinator

Metito overseas limited L.L.C

📅 04/2004 - 12/2013 📍 Abu Dhabi

- Receives, stores and issues equipment, materials and supplies according to established methods
- Maintain inventory and ensure items are in stock
- Make sure that health and safety measures are met
- Ensure items are clean and ready to be displayed
- Inspect supplies and equipment to maintain stock levels and ensure standards of quality are met
- Verifies quantities, descriptions, sizes, conditions and conformance to purchase orders
- Responsible of proper records of all inflow and outflow of materials
- Maintain minimum stock level to ensure smooth work flow on the site
- Responsible to keep the material with proper packing to protect from any type of damage
- Determine locations for storage of stock items
- Check requisitions, receipts, packing slips and invoices; and inspect materials to ensure accurate quantity, type, and acceptable quality
- Prepare orders for delivery, disburse stock, and maintain records of materials issued
- Maintain computerized inventory records by entering and retrieving information related to receipt, storage, and disbursement of materials
- Preparing of necessary stock reports for head office

EDUCATION

Public Relations & Information Media

Aqsa University

📅 08/1997 - 08/2001 📍 Location

- Bachelor Degree