



## ABOUT ME

Aspire to serve a reputed organization with sincerity & determination, to succeed with sound professional knowledge & creativeness, and be involved in strategic decision making in contributing effectively to achieve the primary objective of the organization.

## SKILLS

Integrity

Dependability

Effective Communication

Creativity

Adaptability

## LANGUAGES

English

Hindi

kannada

Malayalam

# ESSAQ AHMED

## CONTACT

+971 58 637 2967

essaqahmed1612@gmail.com

Dubai, UAE

## EXPERIENCE

6 Months

**TYPIST CUM PRO**

*Sheikha Noor Documents Services, Dubai*

1 Year

**TYPIST CUM PRO**

*M D I Documents Clearance, Dubai*

- Job Description:
- Prepare and type various documents, including letters, reports, and official correspondence in both English and Arabic languages.
- Ensure accuracy and proper formatting of documents.
- Submit and process documents, applications, and paperwork required for government approvals and permits.
- Assist employees with visa processing, renewals, and cancellations.
- Stay up-to-date with UAE immigration laws and regulations to ensure compliance.
- Monitor and manage the renewal of business licenses, trade licenses, and permits as required.
- Coordinate with relevant government agencies to ensure timely renewals.
- Draft and prepare legal documents, contracts, and agreements.
- Ensure that all legal documentation complies with UAE laws and regulations.

## PERSONAL INFO

Date of Birth :16-12-1997  
Nationality : Indian  
Marital Status : Single  
Passport No : P6584774

## REFERENCES

Provided upon request.

- Provide translation services, particularly between English and Arabic, to facilitate communication between the organization and government entities.

2 Years

## CASHIER

*Talal Group of Companies, Dubai*

- Job Description:
- Provides a positive customer experience with fair, friendly, and courteous service.
- Registers sales on a cash register by scanning items, itemizing and totaling customers' purchases.
- Resolves customer issues and answers questions.
- Bags purchases if needed.
- Processes return transactions.

## EDUCATION

- **Electronic Mechanic**  
MESCO Industrial Training Institute
- **Higher Secondary**  
Maharaja College of Mysore
- **Tally ERP. 9**