



ESSAQ AHMED

CONTACT

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- Dubai, UAE

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

EXPERIENCE

- 6 Months** **TYPYST CUM PRO**
Sheikha Noor Documents Services, Dubai
- 1 Year** **TYPYST 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**