

## Contact

**Name:** Abdul Rashid  
**Mobile Phone:** +971 52 891 7175, +971 50 377 1558  
**Country:** United Arab Emirates  
**Email Address:** [griggsusa@gmail.com](mailto:griggsusa@gmail.com)



## Experience and skills:

**Public Relation Management**  
**Human Resources Management**  
**Administration Management**  
**Businessman Service & Business Setup Consultancy**  
**PRO Management**  
**Legal Matter Supervision**  
**Property Management**

<b>Target Job:</b>	<b>HR, Admin, PRO Management, Business Setup &amp; Property Management</b>
<b>Career Level:</b>	<b>SENIOR MANAGEMENT</b>
<b>Target Job Location:</b>	<b>UAE, Gulf, Europe &amp; West</b>

## CAREER OBJECTIVES

To make a sound position in corporate world and make enthusiastically in team to achieve goal of the organization with devotion and hard work. To succeed in an environment of growth and excellence and earn a job which provides me self-development and help me achieve personal as well as organization goals to seek challenging assignment and responsibility, with an opportunity for growth and career advancement as successful achievements.

To excel in my field through hard work, research, skills and perseverance. To work in an environment which provides more avenue in the fields of HR, Administration, PRO, Property Management etc. to be involved in work where I can utilize skill and creatively involved with system that effectively contributes to the growth of organization to pursue a highly rewarding career.

Seeking for a job in challenging and healthy work environment where I can utilize my skills and knowledge efficiently for organizational growth. To be the best performer in the organization. So that I can build an innovative career in the organization by using my skills and other significant talents.

## Personal Information

<b>Age:</b>	<b>41 years</b>
<b>Gender:</b>	<b>Male</b>
<b>Nationality:</b>	<b>Pakistani</b>
<b>Residence Country:</b>	<b>United Arab Emirates</b>
<b>Marital Status:</b>	<b>Single</b>
<b>Driving License:</b>	<b>Holding valid Dubai UAE Driving Licenses</b>

## Education



**Bachelor Degree (Ism Study & Pol. Science)**  
**At University of Peshawar**

I'm graduated from University of Peshawar Pakistan in Islamic Study & Political Science in 1998



**Master Degree (MBA in HR & Public Relation)**  
**At Griggs University of the USA**

I've MBA degree in Human Resources and Public Relation from Griggs University Old Columbia Pike USA at Shj Campus in 2009.

## Training & Certificates



### **Diploma in IT (Board of Technical Education)**

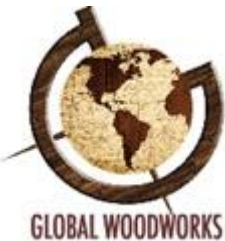
Diploma in Information Technology from board of Technical Education Peshawar Pakistan

### **Chef & Cooking (Vocational Institute)**

I got certification course as a chef and cooking various recipes (Pakistani, Arabic, Chinese and Indian foods).

## Experience in the United Arab Emirates

July 2017 continue



### **Global Wood Works, Global Wood Technical Services and Global Furniture Trading LLC (Dubai UAE & Muscat Sultanate Oman)**

**Industry: Construction, Interior wood works, Furniture & Technical work.**

**Job Role: HR Admin Manager cum PRO Manager**

As **HR MANAGER & ADMIN CUM PRO MANAGER**: My main task preparing payroll, maintaining organization staff by establishing a recruiting, testing and interviewing program. Prepares employees for assignments by establishing and conducting orientation and training programs. Scheduling and conducting job evaluations, ensures planning, monitoring and appraisal of employee work result by training managers to coach and discipline employees.

Scheduling management conferences with employees, hearing and resolving employee grievances, counseling employees and supervisors. Maintains management guidelines by preparing, updating and recommending human resource policies and procedure. Complete human resource operational requirements by scheduling and assigning employees following up on work results.

Maintains human resource staff by recruiting, selecting, orienting and training employees, contributes to team effort by accomplishing related results as needed.

**BEING PRO MANAGER**: Giving guidance and instruction to the group of companies PROs (Public Relation Officers) on different governmental department e.g. Ministry of Labor, Immigration, Tas'heels, Economic Department, Land Department, Dubai Chamber of Commerce Dubai Trade, Dubai Customs, Police Dept., Dubai Courts, Public Prosecution RTA etc.

Assigning various tasks on daily basis such as employees' visas renewal, cancellation, medicals, EID, Health insurances, Trade licenses renewal etc. in case if any PRO can't process any hard issue such as ban removal, fee deduction etc. then I follow up by myself to resolve the issues.

Jan 2017 July 2017



### **Master Way Group, Dubai UAE (Temporary)**

**Industry: PRO & Businessman services, graphics designs, real estate and Investment**

**Job Role: Branch Manager for PRO & Businessman Service (Project task)**

My main duties are directing all operational aspects including distribution, customer service, human resources, administration and sales in accordance with the businessman services objectives such as PRO services, setup new business within the UAE, visa processing, renewal whole type of legal papers, lawyers services, legal and normal translation services, vehicles registrations, insurances, salik tags records, renewal of all types of trade licenses, renewal, cancellation of all types of visas etc.

Providing and responsible for the training, coaching, development and motivation for PROs, typists & translators within the branch.

Development forecasts, financial objectives and business plans. Bring out the best of branch's personnel by providing training, coaching, development and motivation. Locate areas of improvement and propose corrective actions that meet challenges and leverage growth opportunities. Share knowledge with other branches and main office on effective practices,

competitive intelligence, business opportunities and needs. Address customers and employees satisfaction issues promptly. Adhere to high ethical standards, and comply with all regulations/applicable laws. Network to improve the presence and reputation of the branch and company. Stay abreast of competing markets and provide reports on market movement and penetration.

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May 2015 to March 2017



### **Freelance PRO & Businessman services provider**

As freelancer and outsourced PRO services provider, I was providing all the services that help the customers with the cooperation of some typing centers reduce their time spent on administrative tasks. I become their liaisons with the Govt. departments and advise them on right course of action in all cases. Processing documents in labour/immigration/other Govt. Departments. Processing of companies immigration cards and labour cards. Approval from Ministries and Departments. Partners visas formalities. Processing new employment visas, Renewal, work permits and visas cancellation. Processing medical fitness test papers. Visit visas, Family visas, I assist in the visa process of spouse/child/parent. Housemaid visa assistance, Emirates IDs, Attestation of import and export documents. Assistance for all governmental and semi government work etc.

Nov 2011 to Feb 2014



### **H.H. Sheikh Obaid Group of Companies (Dubai UAE)**

**Industry:** Secretarial, Maintenance, Hospital, Restaurants, Real Estate, Interior fit out, Maintenance and Cleaning Companies etc.

**Job Role:** Admin HR Recruitment, PRO & Staff Trainer

I was performing to provide HR Administration, PRO, workers training, Site Supervision of workers and Shaikh personal properties supervision etc. support to the group of companies and make sure that all the sector's needs, objectives are achieved in an effective and efficient manner. Managing all the aspects of recruitment cycle from identifying new job positions, manpower request approvals, create and post job adverts, review and shortlist profiles, schedule interviews, offer approvals and issuing offer letters.

Monitor recruitment & placements within approved numbers and time line. Implement plan for employees induction & orientation at all levels, provide detailed information regarding company policies, structures & conditions of employment & process their visas at specific department e.g. Tas'heel, MOL, Immigration etc.

Ensure subsequent follow up on progress of new recruits through induction & probation period including identification of any training needs to compliment the learning on the job and follow up visa procedure, renewal, cancellation, trade license renewal, vehicle proper record of renewal salik etc. Make sure all job positions are supported with job descriptions and competencies. Follow through on the implementation of HR policies & procedures and facilitate its application in a fair & equitable manner. Record, Monitor and administer the monthly payroll and ensure all approvals in a timely manner for salary credit. Ensure personal files for every employee is maintained/updated on a regular basis. Also ensure daily attendance, time keeping, leave details, compensations are monitored/administered in a timely & efficient manner.

Ensure all administration activities are handled diligently and in a cost effective manner ensuring adherence to corporate policies and procedures. Administer group medical, group life insurance & workmen compensation requirements of the companies.

As PRO, renewal of trade licenses, staff visas processing, new and renewal, vehicles registration, insurance, Salik record keeping, Medical of the employees, Emirates IDs etc.

In the group of companies ESS I was also performing as cashier for almost 7 months.

Giving training and supervision of maintenance and cleaning staff with safety instruction.

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May 2006 to June 2011



## **Dania Property Management & Consultancy (Dubai, UAE)**

**Industry: Property Management, Maintenance & Real Estate**

**Job Role: Office & Property Admin with Maintenance supervision cum PRO**

I was managing company entire buildings almost 20 building within Dubai UAE. Responsibilities of entire issues and follow up e.g. Dubai Municipality, Land Department, Civil Defense, Dubai Chamber, Economic Department, RERA rent committee, Dubai Police, Dubai Courts etc. Dealing with Landlords related with their properties, follow up supervising maintenance team for daily tasks and implementation, inspection of vacated premises and imposing penalties of damaged properties and deduction from the security deposits.

Staff medical process, governmental offices process such MOL, Tas'heel, Immigration etc. new quotas approval in Tas'heel, offer and approval letters processing.

As Administrator, main responsibilities were included interview schedules, managing board of directors meetings, implementation the results of the meetings.

Providing training and assigning various tasks to the maintenance and cleaning staff on daily bases and looking after their performance within the tasks. Providing them essential maintenance and cleaning materials on monthly bases with budget evaluation.

Jul 2002 to May 2006



## **M2 Group (Dubai, UAE)**

**Industry: Garments, Accessories, Footwear, Property Management, Maintenance**

**Job Role: HR Amin cum Property Manager**

I was managing company entire properties e.g. Buildings, Offices, Shops, Showrooms, Villas etc. Liaising with government offices such as Dubai Municipality, Land Department, RERA Cases, Dubai Courts cases, Public Prosecution, Dubai Police, Civil Defense etc. Most of the tasks in property administration such tenancy contracts, cheques details, maintenance records etc. Organize and supervise other activities such as recycling, renovations, event planning, tenancy contacts preparation, maintenance, cleaning follow up etc. and purchasing essential cleaning and maintenance material on monthly as well as daily basis with specific tasks and keeping monthly maintenance and cleaning materials for emergency usage.

I was also supervising daily support operations of the group & plan range of administrative duties in different departments. Having excellent communication and organizational skills and well versed in departmental procedures, policies and able to actively discover new ways to do the job more efficiently. My goal was to ensure all support activities are carried on efficiently and effectively to allow the other operations to function properly.

Recruit and train personnel and allocate responsibilities and office space. Assess staff performance and provide coaching and guidance to ensure maximum efficiency. Ensure the smooth and adequate flow of information within the group of companies to facilitate other business operations. Manage schedule and deadlines. Monitor inventory of office supplies and the purchasing of new material with attention to budgetary constraints. Monitor costs and expenses to assist in budget preparation.

Arrange visa such as work permit, visit visa etc. for employees and their families. Schedule staff visas, medical, coordinating with other internal and external departments. Collection of all appropriate documentation necessary for visa and permits required to be processed. Responding to staff queries on visa/labor/passport related matters. Ensure all visas, medical and labor permits are up to date and arrange timely renewal. Assist in all general inquiries concerning labor and immigration matters. Renewal of group trade licenses, labor cards, immigration cards etc. Group of companies' vehicles daily reports and distributing various tasks to all drivers' renewal of vehicle registrations, insurance etc in Tasjeel and Al Shamil.

I prepared real estate license and were managing the owner's self-properties, tenancy contracts, and maintenance, follow up with Dubai Municipality, Civil Defense, Economic Department, and Land Department etc.

Apart of all the above I was handling accounting section regarding cheques deposits, follow up bounced cheques, employees salary and overtime evaluation and essential payroll.

## Projects:



### **Company set up for Sheikh Juma Al Maktoum**

#### **Think Property Management**

Complete set up of self-property management for Sheikh Juma Al Maktoum in 2015 which is sole establishment. Process of trade license, registration and company file opening in MOL, employment quotas approval, office setup, tenancy contract, Ejary and Noqodi accounts setup, DEWA, Etisalat etc.

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### **Al Mutawal Real Estate (Company set up)**

Complete setup of LLC license for Sheikh Obaid Al Maktoum from license preparation till office setup and hiring various staff in 2011.

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### **M2 Group LLC ((Baker Property Dubai UAE) company setup))**

Preparation of trade license with office setup from tenancy contract to company immigration and labor card, staff hiring and training.

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## **Home Country Experience**

Apr 1999 to May 2002



### **Odeon Hotel (PEW Pakistan)**

**Industry: Hoteling, Hospitality & foods**

**Job Role: Gest Relation & Administration Manager**

As Guest Relationship Manager, I was responsible in giving a warm reception to guests and make sure that they are satisfied with their stay. I was working in number of different setting like in hotels or restaurants. Despite of the diverse setting I had to work well in dealing with people.

As Admin Manager, I as supporting operations by supervising staff, planning, organizing and implementing administrative systems. I was assisting to create job application that was attracting job candidates who were qualified for the job. I was feeling free to revise job description to meet specific job duties and job requirements.

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Mar 1997 to Mar 1999

### **Saleem & Co. Pvt. Ltd. (PEW Pakistan)**

**Industry: Medicine packing factory**

**Job Role: HR Administrator**

Managing all data related to personnel create, implement and controlling administrative processes, policies and procedure. Ensure the observance of legal dispositions regarding labour matters. Structure the HR department in all aspects. Automate as many processes as possible to insure sustainability in management. Building up strong relation with retail customers and wholesalers. Controlling company's financial section such as budgeting, workers' salaries, meal etc. responsible for the company's import and export section direct with sub-contractors. Lending demonstration to delegation regarding company's products etc.

I was handling accountancy, payroll, employees' salaries distribution, overtime daily, weekly and monthly evaluation, budgeting for raw materials and payments to sub-contractors.

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Feb 1996 to Jan 1997

## **Spasmodine Pvt. Ltd. (PEW Pakistan)**

**Industry: Pharmaceutical Company**

**Job Role: Administrator**

I was involved in a great deal of multitasking. I was working with professional teams. Oversee the operations within the factory, manage groups, coordinate with management and engage in planning according to the needs of the factory. Managing of office equipment, maintaining a clean and enjoyable working environment, managing clerical and other administrative staff, organizing, arranging and coordinating meetings, sorting and distributing incoming and outgoing posts etc.

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### **Key skills**

- 1. Property Management & Maintenance**
- 2. Businessman services & PRO (Public Relation Office work) provider**
- 3. HR Administration & Recruitment**
- 4. Outlets Sales Management**
- 5. Customer Care Management**

### **Languages**

**Arabic (Speak, Read, Write & Type)**  
**English (Speak, Read, Write & Type)**  
**Urdu (Speak, Read, Write & Type)**  
**Hindi (Speak)**  
**Punjabi (Speak, Read, Write & Type)**  
**Hinko (Speak, Read, Write & Type)**

### **Hobbies & Interests**

long drive, cooking, picnic, making new recipes, reading informative books, making acquaintance with knowledgeable personalities, surfing informative sites etc.