

MOHAMMED SAJID. P



Dubai, UAE



0523723938

Email:

sajidnellippadi@gmail.com



OBJECTIVE

To get an opportunity where I can make the best of my potential and contribute to the organization's growth. seeking a position in a company where I can continue my career and valuable skill set.

SKILLS

- ✚ Strong client service and delivery
- ✚ Administrative skills
- ✚ Communication skills
- ✚ Ability to multi-task in a fast-paced environment
- ✚ Proficient in Microsoft Office Products.
- ✚ In depth knowledge of routes, locations and addresses in and around cities (UAE).

WORK EXPERIENCE

- **PUBLIC RELATION OFFICER AND ADMIN ASSISTANT**
(JALEES HOME HEALTH CARE) UAE - 6 YEAR
 - Coordinating visa works of the employees and their dependents.
 - Arranging daily itinerary of PROs who are visiting GDRFA and other public offices and assigning the works to them, handing over original documents and receiving back
 - Attending queries from HR and employees, updating visa application status, and other communications over phone and mail.
 - Copying, scanning and archiving soft and hard copies of the completed works for easy future access.
 - Alerting employees on their or dependents visa or grace period expiries.
 - Following up with exited employees to exit the country or change visa status before grace period expiry.

- **MEDICAL EQUIPMENT SALES – 2 YEAR**

EDUCATION

- B.COM
- PLUS TWO (HIGHER SECONDARY SCHOOL)
- SSLC (SECONDARY SCHOOL)

LANGUAGE

English, Hindi, Arabic

DECLARATION

I hereby declare that the information furnished above are correct up to the best of my knowledge and I bear the responsibility for the correctness of the same.

Personnel Information: -

Name of Father : SAIDALAVI

Nationality : INDIAN

Date of Birth : 29-01-1997

Marital Status : SINGLE

Sex : MALE

Passport Details: -

Passport No :M9127975

Date of Issue : 20-05-2015

Place of Issue : MALAPPURAM

Date of Expire :19-05-2025

License Details: -

UAE Driving license No: 206041

Al Fujairah (Issue-20-08-2017 /
Exp - 01-08-2028)