

## MOHAMMED SAJID. P



Dubai, UAE



0523723938

Email:

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### 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)

### 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.
  - Tas heel -Ministry of Labour related works.
  - Amer -Ministry of Immigration related works.
  - Taw jeeh related works.
  - Trade License Renewals related to Government documentation and processes
  - 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.

### 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.