Salah Banat

Dubai

**0505991912, WhatsApp 0561406027**

**salahrb@hotmail.com**

I have more than 25 years of experience in the UAE, primarily in public relations management, planning, implementation, monitoring, controlling, and improvement. I am a competent PRO proficient in company registration, visa issuance and cancellation, Ministry of Human Resources and Emiratization requirements. Additionally, I have extensive experience in security pass applications and am knowledgeable about UAE rules, laws, and regulations on a day-to-day basis. Moreover, I am well-versed in shipping processes for receiving and sending goods by air, sea, and land.

# Work Experience

# Public Relations , Customer Service, Driver

**And Cool Center**

11/2023 to Present

Alayah for Documents Clearing Services EST Dubai

In-charge of processing all the official paperwork, including visa s & labor cards, for the company s staff. Liaising with all Governmental departments such as Chamber of Commerce, Department of Economics Development, Naturalization and Emigration for license related jobs.

Office administration including preparing daily reports, improving time management, coordinating between different departments.

Experience in the country and all regions of the country and I have a valid driver's license since 1994

# Marketing and Research Department.

12/2018 to 06/2021

Afak AI Tamayuz Consulting & Training Dubai

I worked in marketing, customer service, contact and follow-up clients Send e-mails and address the entities that I visit and deal with

Full knowledge in the Emirates of the roads and departments of government and agencies and quasi- governmental

# Director of Public Relations & gov.aff.coordinator, Executive secretary & Human Resources Assistant, Project Manager and Purchasing.

04/2016 to 04/2018

Al Rowad Building Contracting Company Ajman

Follow official transactions in all Government.

Provide Applications for work papers in the Ministry of Labour and Workers.

Office administration including preparing daily reports, improving time management, coordinating between different departments.

Making travel arrangements & receiving VIP guests of the company.

Liaising with all Governmental departments such as Chamber of Commerce, Department of Economics Development, Naturalization and Emigration for license related jobs.

Opening files & card for installations the company.

In-charge of processing all the official paperwork, including visa s & labor cards, for the company s staff. Making travel arrangements & receiving VIP guests of the company.

Project management, follow-up of contractors, and purchase of building materials Accounting contractors and taking the best prices

# Director of Public relations & Gov.Aff.Coordinator, Executive Secretary & Human Resources Assistant

05/2010 to 05/2016

World Gate Contracting Company Dubai

Follow official transactions in all Government.

Provide Applications for work papers in the Ministry of Labour and Workers.

Office administration including preparing daily reports, improving time management, coordinating between different departments.

Making travel arrangements & receiving VIP guests of the company.

Liaising with all Governmental departments such as Chamber of Commerce, Department of Economics Development, Naturalization and Emigration for license related jobs.

Opening files & card for installations the company.

In-charge of processing all the official paperwork, including visa s & labor cards, for the company s staff. Making travel arrangements & receiving VIP guests of the company.

# Public relations & Gov.Aff.Coordinator, Executive Secretary & Human Resources Assistant

05/2008 to 03/2010

Pronet computer systems (Optimiza Solutions) Dubai

Follow official transactions in all Government.

Provide Applications for work papers in the Ministry of Labour and Workers.

Office administration including preparing daily reports, improving time management, coordinating between different departments.

Making travel arrangements & receiving VIP guests of the company.

Liaising with all Governmental departments such as Chamber of Commerce, Department of Economics Development, Naturalization and Emigration for license related jobs.

Opening files & card for installations the company.

In-charge of processing all the official paperwork, including visa s & labor cards, for the company s staff. Making travel arrangements & receiving VIP guests of the company.

# Public relations & Gov.Aff.Coordinator, Executive Secretary & Human Resources Assistant

09/2007 to 04/2008

Islamic finance company Dubai

In-charge of processing all the official paperwork, including visa s & labor cards, for the company s staff. Liaising with all Governmental departments such as Chamber of Commerce, Department of Economics

Development, Naturalization and Emigration for license related jobs.

Office administration including preparing daily reports, improving time management, coordinating between different departments.

Making travel arrangements & receiving VIP guests of the company.

Liaising with all Governmental departments such as Chamber of Commerce, Department of Economics Development, Naturalization and Emigration for license related jobs.

Opening files & card for installations the company. Follow official transactions in all Government

Provide Applications for work papers in the Ministry of Labour and Workers

# Public relations & Gov.Aff.Coordinator, Executive Secretary & Human Resources Assistant

09/2004 to 08/2007

AL Majd Satellite TV Channel Dubai

In-charge of processing all the official paperwork, including visa s & labor cards, for the company s staff. Liaising with all Governmental departments such as Chamber of Commerce, Department of Economics Development, Naturalization and Emigration for license related jobs.

Office administration including preparing daily reports, improving time management, coordinating between different departments.

Making travel arrangements & receiving VIP guests of the channel.

# Public Relations & Data Entry Officer and Customer ,SVC.COORD & Information Programs Organization

03/1996 to 06/2004

Al Khaleej Newspaper Sharjah

Handling a large number of employee s passports.

Liaising with all Government bodies for company related jobs.

Entering data, scanning and archiving photos in the newspapers archive system using Photoshop programs.

# Skills

Leadership Problem solving Time management

Administration /records

Communication management UAE laws, regulation and rules

Languages (Arabic, English, & Farsi)

# Education

**University College Medium**

Associate

Banking & Management Sciences Amman, Jordan

03/1994 to 02/1996

# Certifications / Licenses

**UAE Driving License Since 1994**