YASEER ARAFATH

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PROFILE SUMMARY

Skilled Public Relations Officer (PRO) with 18 years of experience in UAE possessing all required skills to assist an organization initiate, process and completing their manpower/recruitment. Seeking to obtain a position as a PRO and contribute my best to meet the goals and objectives of the organization.

CORE SKILLS AND COMPETENCE

- Possess 20 years of professional experience in UAE.
- Exceptional knowledge of UAE Labor Law.
- Possess excellent time management and critical thinking skills
- Valid UAE Driver's License.
- Computer literacy (MS Office).

PROFESSIONAL EXPERIENCE

PRO at Ice Natural Ice Industry LLC, Dubai, U.A.E.

| July 2023 To Present|9months

- Efficiently gather and organize employees' official paperwork required for various processes.
- Provide accurate documentation to the Ministry of Labor for visa applications, including family residency visas and domestic worker visas.
- Facilitate the acquisition of necessary documentation such as medical and Emirates IDs for employees and domestic workers.
- Manage the issuance of medical insurance for both office staff and domestic workers.
- Handle the application, renewal, and cancellation of residency visas for employees, ensuring compliance with regulations.
- Maintain up-to-date records of passport and visa expiry dates for all employees.
- Process online entry permits, status changes, and visa renewals/cancellations for employees.
- Cultivate effective relationships with government officials to expedite visa processes.
- Stay informed about changes in visa regulations and government procedures, keeping management updated regularly.
- Manage various payments including labor fees, visa transfer fees, and other associated costs, while also handling banking activities and petty cash related to PRO expenses.
- Initiate and oversee applications and ensure follow-up with Dubai Municipality and the Economic Department for company registrations, renewals, and other necessary approvals.
- Coordinate and manage the initiation, processing, and follow-up of RTA vehicle registration and renewal procedures to ensure compliance with regulatory requirements.

PRO at Abdul Rahman Al Rustumani Investment LLC, Dubai, U.A.E.

| July 2014 To July2022|7yr

- Collect all necessary documentation in order to organize employees' official paperwork.
- Offer accurate documentation to the Ministry of Labor for visa application.
- Obtain a family residency visa along with their medical and Emirates IDs.
- Obtain domestic worker's visas along with their medical, Emirates IDs and work permit.
- Facilitate obtaining issuance of Medical Insurance for office staff and domestic workers.
- Application of Residency Visas for new employees, renewal of existing Visas and Visa cancellations ensuring accurate paperwork is obtained.
- Regulate expiry dates on the passport and visa of all employees.
- Obtaining online entry permits, status changes, renewing residence visas and visa cancelation of employees.
- Establish and maintain effective working relationships with government officials.
- Keep management informed of the new rules and regulations with the visa process and government departments regularly.
- Managing various payments i.e. labor fees, status change fees, visa transfer fees, labor bank guarantees, etc.
- Issuing bank statements and delivering mail to the office from PO Box.

PRO at Al Asri Engineering Consultants, Dubai, UAE

| Jan 2004 To June 2014| 10yr 5months

- Initiate necessary applications, attendance and follow-up from the Labor Department of staff quotas, application of new labor approvals, labor permits, etc.
- Initiate necessary applications, attendance and follow-up from the Immigration Department regarding staff visa applications, medical report formalities, etc.
- Initiate necessary application, attendance and follow-ups from Dubai Municipality and Economic Department on company registrations and renewals and other approvals.
- Coordinate and submit engineering design drawings to Dubai Municipality, DEWA, Civil Defense Dept., Du/Etisalat, JAFZA/Trakhees/CED, and update relevant Design Engineers for attendance.
- Attendance to banking activities, cash deposits, collection and other transactions.
- Handling of Petty Cash related to PRO expenses and local authority payments and settlement of same to the Accounts Department on a bi-weekly basis.

EDUCATIONAL EXPERIENCE

Anjuman Arts Science and Commerce College

- Completed SSLC and PUC from Anjuman Arts Science and Commerce College, Bhatkal (Karnataka University, India)

- Computer knowledge in windows applications (MS Word, Excel and PowerPoint)

Personal Details

- Date of Birth : 11/07/1976
- Marital status : Married
- Languages : English, Arabic, Hindi, Urdu, Kannada
- Nationality : Indian
- Visa status : Resident Visa