

account holder image

## Mohamed ElSaid

Public Relations officer - Pro

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### Professional Summery

Professional PRO with 11+ years of experience to ensure keeping the company at zero Fines related to all kinds of government documents of the company, employees, and dependents.

proceed with renewal before enough time and inform the management of any updates to regulations and laws.

Develop PR operations to reduce expenses budget, maintained and updated personnel data and records with any changes.

### Employment History

Job Title	Period	Employer
Public Relations Manager	December 2014 - Till date	Al Rasheediah safety & Security EST., Abu Dhabi, Mussafah M17
PRO & Assistant HR Manager	November 2011 - November 2014	Al Rasheediah safety & Security EST., Abu Dhabi, Mussafah M17
Office Manager	October 2010 - October 2011	Hello Future, Abu Dhabi, Mohamed Bin Khalifa

### Education

Degree	Period	University
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## Skills

Skill	Skill Level
UAE Labor law	– Expert
Immigration Regulations	– Expert
Government Relations	– Expert
Employee Relations	– Expert
Employment Permits	– Expert
Visa Process	– Expert
Trade License Proceed	– Expert
Human Resources	– Skillful
Flexible	– Expert
Teamwork	– Expert
Highly Organized	– Expert
Collaboration	– Expert
Miscellaneous tasks	– Expert
Administration skills	– Skillful
Prioritization	– Expert
computer software	– Experienced
Microsoft office suite	– Skillful
Q-Book HR	– Expert

## Languages

English  
Arabic