

Ibrahim Ramadan Abdul Aziz Ahmed

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PERSONAL INFORMATION:

Gender: male
Date of Birth: 08th of August 1984
Place of Birth: Egypt
Nationality: Egyptian
Having a valid driving license

EDUCATION:

Bachelor of Business Administration in Magna cum Laude from College of Management.
Year: 2006

WORK EXPERIENCE:

Public Relations Officer

Profit Holding (Group) Company

From 1-Feb-2011 till now

Job Responsibilities:-

- Knowledge over online E-Government Services / Hukoomi
- Liaise with all government authorities such as Ministry of Interior, Labour Department, Traffic &, Municipality etc.
- Apply & issue, renew & cancel various visas such as work permit visa, business entry visa, etc.
- Assist new joiners on medical, finger print.
- Liaise with insurance company.
- Registration of rent a car vehicles.
- Update drivers traffic fines to finance & accounts department on weekly basis.
- Other day to day affairs as and when required / assigned.

Public Relations Officer

M/s. Compass Marketing & Communication

From 01-Jun-2009 to 31-Jan-2011

Job Responsibilities:-

- Knowledge over online E-Government Services / Hukoomi
- Liaise with all government authorities such as Ministry of Interior, Labour Department, Traffic, & Municipality etc.
- Apply & issue, renew & cancel various visas such as work permit visa, business entry visa, etc.
- Assist new joiners on medical, finger print.
- Liaise with insurance company.
- Registration of rent a car vehicles.
- Update drivers traffic fines to finance & accounts department on weekly basis.
- Other day to day affairs as and when required / assigned.

Public Relations Officer

M/s. Conex for Exhibitions

From 01-Jul-2008 to 30-May-2009

Skills & Abilities:

- Computer Skills.
- Ability to work under pressure
- Good planner and time management work
- Team work
- Immediate attention to key problems at emergency & priority work accomplishment.
- Maintain official secrecy and non- disclosure.