



Siyad Hameed

Public Relation Officer

Dedicated Public Relations Officer with 14 years of proven success in managing all government-related aspects, including employee visas and securing essential government approvals for a diverse group of companies. Adept at navigating complex regulatory landscapes and fostering strong relationships with government agencies. Eager to contribute my extensive experience to an organization that values innovation and growth, and where I can continue to drive individual and organizational development. Seeking opportunities for long-term career advancement and professional growth.

Contact

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LinkedIn Profile –

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Address

Dubai, United Arab Emirates

Skills

- Labour & Employment Law
- Legal Document Preparation
- Communication skills
- Professional Skills
- Policies and Procedures
- Embassies
- Interpersonal Skills
- Office Operations
- Visas
- Document Management
- Government Portal Works
- Business Formation
- Multitasking
- Government Relations
- Government Regulations
- Administration
- Typing
- Agriculture
- Municipalities
- Fast Learner
- Ability to work in a Team
- Problem-Solving
- Analytical Skills
- Confidentially
- Reliability
- Telephone Manner
- Customer Service

Experience

March 2017 - March 2023

Speedex Group of Companies (Tools & Hardware, Speedex Properties, Symbolic Real Estate Development, and Uns Farms LLC) in Al Quoz, Dubai

Public Relation Officer

- Processing Employment visas for the company employees (Tasheel & Amer Works).
- Processing permanent visas for the employee dependants.
- Dubai Economy and Tourism works (New, Renewal, and Amendment of Trade Licenses).
- Ministry of Economy Works (New and Renewal of Trade Marks).
- Dubai Court Works.
- Processing Medical and Emirates ID for the Employees and their dependents.
- Occupational Health Cards for Farm Staffs.
- Ministry of Climate Change and Environment Works (Agriculture & Engineer Licenses).
- Municipality Works.
- Dubai Roads and Transport Department works (Vehicle Advertisement Permits).
- Dubai Lands Department Works (RERA).
- Dubai Customs Works (Import & Export Code).
- Sharjah Customs Works (Import & Export Code).
- Police Complaint Works.
- Civil Defense Works.
- Rak Trade License Works.
- Rak Municipality Works.
- Rak Civil Defense Works.

December 2014 - January 2017

Xpand Business Services, Business Bay, Dubai

Public Relation Officer

- Assisting clients in the departments to complete the procedures of Trade License works.
- Processing Employment visas for the company employees (Tasheel & Amer Works).
- Processing permanent visas for the employee dependants.
- Dubai Economy and Tourism works (New, Renewal, and Amendment of Trade Licenses).
- Ministry of Economy Works (New and Renewal of Trade Marks).
- Dubai Court Works.
- Processing Medical and Emirates ID for the Employees and their dependents.
- Occupational Health Cards for Clients Staff.
- Municipality Works.
- Dubai Roads and Transport Department works (Vehicle Advertisement Permits).
- Dubai Lands Department Works (RERA).
- Dubai Customs Works.
- Police Complaint Works.
- Civil Defense Works.

Education

Secondary Leaving Certificate from Government Higher Secondary School Karupadanna, Thrissur, Kerala, India

Languages

English (Fluent)

Hindi (Fluent)

Arabic (Read & Write Only)

Malayalam (Native)

Tamil (Intermediate)

Passport Details

Issue Date: 02/02/2017

Expiry Date: 01/02/2027

Issue Place: Dubai, UAE

Visa Details

Visa Type: Tourist Visa

Expiry Date: 25/01/2024

Driving License

Issue Date: 09/04/2012

Expiry Date: 09/04/2027

Issue Place: Dubai, UAE

Personal Details

Date of Birth: 20/08/1985

Nationality: Indian

Marital Status: Married

April 2012 - May 2014

Business Link Businessmen Services, Al Karama, Dubai

Operations Manager

- Managing operations and Sales team to make sure the clients are getting the services on time.
- Supporting clients with their inquiries.
- Processing Employment visas for the Client employees and their dependants (Tasheel & Amer Works).
- Company formation for the Clients.
- Dubai Economy and Tourism works (New, Renewal, and Amendment of Trade Licenses).
- Dubai Court Works.
- Processing Medical and Emirates ID for Clients Employees and their dependents.
- Occupational Health Cards for Farm Staffs.
- Municipality Works.
- Dubai Customs Works.
- Police Complaint Works.
- Embassies Works.

September 2010 - April 2012

CIG Business Services (Capital International Group), Al Barsha, Dubai

Public Relation Coordinator cum Assistant Team Leader

- Supervising the team members to make sure the clients are getting the services on time.
- Supporting clients with their technical queries about Dubai Economy procedures and Employment Visas.
- Updating Clients with the status of their work.
- Doing follow-up with the clients for the required documents of New Trade License, Renewals, Amendments, and Employment visas process.
- Processing Employment visas for Clients employees and their dependants (Tasheel & Amer Works).
- Company formation for the Clients.
- Dubai Economy and Tourism works (New, Renewal, and Amendment of Trade Licenses).
- Dubai Court Works.
- Processing Medical and Emirates ID for Clients Employees and their dependents.
- Municipality Works.
- Dubai Roads and Transport Department works.
- Dubai Lands Department Works (RERA).
- Dubai Customs Works.
- Police Complaint Works.
- Civil Defense Works.
- Preparing daily reports and submitting to the Management about the works of clients.

December 2009 - September 2010

Metropolitan Palace Hotel (Al Habtoor Group), Deira, Dubai

Arabic Clerk cum PRO Assistant

- Typing all the visa-related applications of the Employees (New and Renewal Work Permits, Medical and Visa Stampings).
- Applying Tourist visas for Hotel Guests.
- Typing and taking permissions from DTCM for the Hotel Artists (Performers).
- Submitting weekly work reports to the HR Manager.
- Submit weekly reports to Accounts departments about the government fees paid through the e-channels.
- Updating passport details of guests in the Police sites.
- Preparing Documents for PRO to submit to the related departments (Immigration and DTCM).

January 2008 to December 2009

Successful Document Clearing Services, Al Karama, Dubai

Visa Typist

- Typing Employment visas, Tourist Visas, Medical and Visa Stampings for Clients.
- Typing Family visas for the Client's dependants.
- Typing Medical Applications for Clients Staff.
- Preparing Documents for clients PRO to submit to the related departments (Ministry of Labour, Immigration, Medical and Embassies).
- Typing Passport renewal forms for clients.