



LATHEEF C. P

Objectives

A professional Public Relationship Officer possessing 22 years of experience in leading and delivering successful PRO processes and systems for various industries. Seeking the position of PRO in a professionally managed company, where my knowledge and professional experiences can be contributed effectively for mutual benefit.

Experience

January 2014–January 2021

PRO and Collection officer • **Al Mazhar Electronic Appliances company LLC**

- PRO Services - Processing Visas & Resident permits for employees and dependents.
- Collect all appropriate documentation necessary for visa to be processed.
- Schedule staff's visa, medical and coordinating with departments.
- Documentation towards Ministry of Labor, Immigration & Police
- Organize business related travel visas for managers as required.
- Responding to staff queries on Visa/ Labor/ Passport related matters.
- Experienced in visa and other transactions, knowledge of Abu Dhabi, Dubai, Sharjah, and UAE Labor Law
- Having excellent knowledge of dealing with documentation and process related to Immigration, Labor, Economic departments, CNIA and all other govt. departments.
- Renew, update, and maintain the trade licenses and other government certificates of all company's legal entities in UAE to ensure that the documents are up to date.
- Collection and follow-up of credit bills from the customer.
- Helping company to ensure fund flow with regular fund collection.

April 2012–December 2013

PRO and Collection officer • **Food Land Restaurant.**

- PRO Services - Processing Visas & Resident permits for employees and dependents.
- Documentation towards Ministry of Labor, Immigration & Police
- Renew, update, and maintain the trade licenses and other government certificates of all company's legal entities in UAE to



Jaddaf Heights
Al Jaddaf, Dubai



+971 50 636 5089



latheefkapumal@gmail.com

Education

**SSLC 1980, Kadirur High School,
Kannur, Kerala**

Language

Arabic: Speaking, Reading, and Writing

English: Speaking, Reading, and Writing

Hindi: Speaking, Reading, and Writing

Malayalam: Speaking, Reading, and Writing



ensure that the documents are up to date.

- Collection and follow-up of credit bills from the customer.

March 2001–January 2012

HR assistant & PRO • DAT International General Trading.

- Assisting the HR Manager on HR related works; processing leave application, issuing salary certificates, staffs bank account openings, staff accommodation inspection, air-ticket issuance, documentation, recruitment mobilization, Monthly HR reports, HRMS system updating etc.
- Fund controlling of company requirements from credit customer.
- Bookkeeping of sales related data.
- PRO Services - Processing Visas & Resident permits for employees and dependents.
- Documentation towards Ministry of Labor, Immigration & Police
- Renew, update, and maintain the trade licenses and other government certificates of all company's legal entities in UAE to ensure that the documents are up to date.

Personal Information

Nationality	:	Indian
Visa Status	:	Visit Visa
Marital Status	:	Married
Date of Birth	:	12-April-1965
Driving License	:	INDIA

References

Available upon request

