

Waqas Ali

Admin Cum HR Cum PRO (+10 Years UAE Expeirnce)

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Talented Administrator highly successful at motivating teams and streamlining operations. Analytical problem solver and persuasive communicator with talent for thinking outside box for creative solutions.

Well-qualified HR with proven success in improving operations and solving problems. Highly proficient in building lasting relationships with key decision makers, customers and team members to further company goals. Ready to leverage training and experience to take on new professional challenges.



Work History

**Jan 2013 -
Current**

Admin Cum HR Cum PRO

Al Mansoorah Printing Co. LLC (Kazani Group of Companies), Dubai

- Knowledge about Mainland Companies, Free zone companies set up, Compliance procedure.
- Responsible with the UAE Visas and Employment related matters such as employment permits, entry visas, medical examinations, Emirates ID Biometrics, residence visa applications and submissions, cancellations, entry-exit reports, and miscellaneous jobs related to Immigration Department, Ministry of Labor, and MOHRE.
- Work closely with Dubai Economic Department for the arrangement of legal documentations and opening a new trade license, renewing of trade license, submission of Ejari and important document for the Trade License.
- Apply the transaction and approval under, Dubai Municipality, SIRA, RERA, TECOM, Dubai Chamber, Dubai Civil Defense, RTA and all the government entities in the UAE
- Responsible with the Document clearing, submission, collection, application with all consulates, Embassies and MOFA.
- Responsible with new rules, regulations, and laws with respect to issues such as employment, visa, insurance, travel etc announced in the UAE from time to time.
- Ensure legal compliance throughout human resource management Performing day-to-day administrative tasks such as maintaining information files and processing paperwork.
- File and retrieve corporate documents, records, and reports.
Greet visitors and determine whether they should be given access to

specific individuals.

- Prepare Sales Invoices, D.O & Stock Maintaining in Tally ERP9.0, Prepare Cash / Bank Payment Voucher, Petty Cash, Prepare & Depositing Cheques, Quotations, maintaining Documentation, Client services, Prepare weekly Sales Report, Production Report, Proofreading, Counter Sales and Customer Collection Followups.
Employees Records Hard Copies i-e Files Leave Salary, Gratuity, New Visa + Renewal, Cancellation.
- Vehicles Records – Passing and Renewal Insurance for Vehicles, New Employees Salary Cards, Leave Data Records Employees Visa & Work Permit.
- All Properties DEWA Payments
- All Properties Emicool Payments
Companies License Renewal – Industrial & Trade
Import Shipment Clearing, Followups with Banks
Online Petroleum Payments, Passport Receiving and Handover to Employees, Civil Defense Related Works, Meeting and Greeting all Govt. Departments inside and outside, Preparing Employees Attendance, Offer Letters & Increment Letters
Custom Membership Renewal, Maintaining Soft Files for All Companies, Supporting in IT Work, Handling Petty Cash.



Skills



Operations oversight

◆◆◆◆◆
Excellent



Office administration

◆◆◆◆◆
Excellent



Equal opportunities facilitation

◆◆◆◆◆
Very Good



Payroll coordination

◆◆◆◆◆
Good



Succession planning

◆◆◆◆◆
Very Good



Labor negotiations

◆◆◆◆◆
Excellent



Compensation and benefits

◆◆◆◆◆
Excellent



Education



Sep 2012 - Bachelor of Arts
Jul 2016 *Abdul Wali Khan University Mardan KPK - Mardan KPK Pakistan*



Intermediate : Fine Arts

Jul 2010 - Board of Secondary Education Mardan - Mardan Pakistan
Jul 2011

Mar 2008 - **Matriculation : Science Education**
Mar 2009 Tameer E Millat Public High School - Topi KPK



Languages

English

★★★★★
Excellent

Urdu

★★★★★
Excellent

Pashto

★★★★★
Excellent

Arabic

★★★★
Good



Driving License

Valid UAE Driving License - Cat 3
Issued on November 26, 2017