

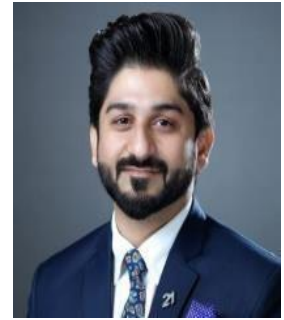
Awais Hamid

Bachelors of Business Administration

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Available Immediately in UAE



Career Objective

A capable, intelligent and very presentable communications specialist with an unrivalled ability to understand client's objectives, industry and mission statement. Much experienced and having a proven ability to use the web and social media to engage with a target audience and get a client's core messages across.

Currently looking for a suitable Real Estate Agent, Public Relations Manager and Human Resource opportunity with established, innovative and expanding company.

Interests

Include Surfing out to different places, Internet, Books, meeting new people and creating new opportunities.

Work Experience

1. Working as Sr. HR Executive and Public Relations Officer at Fortuna Trading DMCC - Dubai. (2024-Recent)

- **Payment Management:** Prepare Shipping invoice and Packing list, handling client payments, processing transactions, and updating management on financial activities.
- **Information Dissemination:** Ensuring all employees are kept informed about changes to regulations and provide guidance on legal matters.
- **Bank Transactions:** Depositing payments and collecting trade documents from banks.
- **Employee Relations:** Expert in managing Employees relations with company and handling staff related issues
- **Payroll Management:** Preparing payroll, OT and Leave salaries records for timely processing of more than 40-50 employees with WPS and Non WPS and Biometric Attendance.
- **Support Activities:** Assisting with various departmental tasks as needed.
- **Visa Processing:** Managing efficiently Employment visas for employees.
- **Record Keeping:** Maintaining records of all govt related documents, applications and approvals.
- **Tech-Savvy:** Proficient in Microsoft office suites (Word, Excel, PowerPoint) & Govt Liaison Software, ODOO.
- **Documentation Management:** Overseeing Company licenses, employee records, visa renewals, medical documents and compliance with ministry requirements.
- **Customs Clearance:** Handling customs and freight clearance documentation from ports and free zones, verifying BL and Suppliers Documents.

2. Worked as Real Estate Investment Advisor at Agency 21 International. (Promoted as Senior Real Estate Investment Advisor) (2020-2024)

- **Sales Agent:** Worked for 4 years as Sr Sales agent for company in project sales.
- **Cold Calling:** Convincing clients at cold calling to invite at office for meeting and briefing about projects.
- **Inventory Management:** Overseeing the company's inventory and providing information to customers.
- **Payment Approvals:** Preparing and obtaining special payment approvals from higher management.
- **Settlement Issues:** Addressing settlement issues related to various projects.

- **Investment Guidance:** Consulting with clients on better investment options.
- **Experience Overview:** Accumulated three years of experience with a financial oversight of approximately 400 million for company projects.
- **Marketing Campaigns:** Planning and controlling cost-effective PR, social media, marketing, and advertising campaigns to generate inquiries.

3. Worked as HR Executive and PRO at 7 Production and Events Middle East FZ LLC IMPZ Dubai-UAE.



(Leading Media Production Company in UAE)

(2017-2020)

- **Government Liaison:** Managing relationships with entities like MOHRE, Ministry of Economy, Chamber of Commerce, DEDD, SEDD, DEWA, SEWA, and RTA
- **Employee Management:** Handling employee records, insurance plans, and visa processing for over 150 employees both for Freezone and Mainland.
- **External Coordination:** Liaising with external clients, marketing agencies, and third-party partners.
- **Travel Arrangements:** Arranging trip tickets and invitation letters for clients traveling abroad; managing vehicle registration and renewals for 20-30 vehicles annually.
- **Recruitment:** Conducting interviews for shortlisted candidates and assigning job descriptions.
- **Travel Logistics:** Handling hotel and ticket reservations for international travel and processing visas for crew members.
- **PR Strategy Development:** Developing strategies for regional PR activities and events, with familiarity in media and communications.

4. Worked as Accounts Assistant and PRO at Al Ettihad Marble & Granite FZC, Sharjah UAE. Construction business in UAE over 10 Years

(2015-2017)

- **Financial Accounting:** Directing activities such as invoicing, refunds, payroll management, accounts receivable, and payments.
 - **Petty Cash Management:** Maintaining and recording petty cash transactions and allocating cash expenses.
 - **Invoice Processing:** Receiving and processing invoices, delivery orders (DO), local purchase orders (LPO), payment requests, and expense forms.
 - **Accounting Adjustments:** Preparing accounting adjustment forms as needed.
 - **Immigration Activities:** Managing all immigration-related activities in Dubai and Sharjah concerning employment visas.
 - **Administrative Support:** Overseeing administrative activities related to customer support and maintaining proper filing systems.
 - **Documentation Submission:** Submitting passports and letters to free zone authorities.
 - **Staff and Vendor Relations:** Handling issues related to staff, customers, and vendors/suppliers with appropriate follow-up.
 - **Payroll Management:** Preparing, verifying, and maintaining payroll and OT records for timely processing through WPS and non-WPS systems for more than 150-200 employees.
 - **Shipment Management:** Maintaining accurate shipment information and liaising with customs brokers to ensure hassle-free clearance.
- Logistics Planning:** Strategically planning and managing logistics, warehouse operations, transportation, and customer relations.

5. Worked as Officer Grade II at Bank Al Habib Limited

(2010-2014)

- **Document Verification:** Ensuring all required documents are available before opening accounts.
- **Account Reconciliation:** Reconciling bank accounts, debtors, and creditors, and preparing for annual audits.
- **Customer Services:** Issuing cheque books and ATM cards to customers and guiding

them on activation.

- **Special Rates Issuance:** Issuing letters for special rates to customers for management approval.
- **Record Maintenance:** Updating and maintaining customer records and files as requested.
- **Communication Management:** Closing calls for letters from the Central Processing Unit (CPU) regarding returned letters.
- **Cheque Verification:** Ensuring inward/outward clearing cheque images are verified and authorized.
- **Returned Cheque Notices:** Preparing letters for customers whose cheques have been returned due to insufficient funds.
- **Transaction Processing:** Posting all types of clearing and remittances daily, including demand drafts, pay orders, and tele transfers as per customer requests.
- **Foreign Trade Documentation:** Updating and maintaining foreign trade documents and necessary approvals.
- **Banking Software Proficiency:** Proficient in using banking operating systems, MIS, and Excel.

Internship Experience

- One month internship in **Royal Bank of Scotland**.

All major customer complaints are personally perused in customer services and operation.

Academic Qualifications

Degree	Year	Institution/Board	Grade/Division
HR Fundamentals	2019	CIPD	Certification
Bachelors of Business Administration	2005-2009	Comsats Institute of Information technology,	1 st division

Computer/Technical/Personal Skills

- **Project Management:** Proficient in managing multiple projects simultaneously with minimal supervision.
- **Organizational Skills:** Strong ability to organize and prioritize tasks to meet deadlines effectively.
- **Team Collaboration:** Capable of working independently as well as collaboratively within a team.
- **Communication Skills:** Excellent verbal and non-verbal communication and interpersonal skills.
- **Problem-Solving:** Strong problem-solving abilities with a track record of making well-thought-out decisions.
- **Technical Proficiency:** Expertise in Windows applications, including MS Outlook, MS Word, MS Excel, and MS PowerPoint.
- **Language Proficiency:** Fluent in English, Urdu, and Hindi, with a strong command of English.
- **Stress Management:** Ability to accept challenging tasks and perform well under pressure.

Personal Information

Father's Name	M. Hamid Nasir
Date Of Birth	25 th April, 1986
Nationality	Pakistan
Driving License	UAE Driving License Holder since 2017

Reference

To be furnished upon request