

CURRICULUMVITAE

SHAKEEL AHMAD

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Objective

I seek a challenging career in a reputable organization where I can leverage my existing capabilities to benefit all stakeholders. I aim to utilize my competence to contribute effectively to the organization's success and growth.

Education/Qualifications

- ✓ **BS (Bachelor of Science)**
(Session 2019-2023)
- ✓ **FSc (Pre-Medical)**
(2019)

Experience:

- ❖ **PRO TYPIST AND VISA COORDINATOR (MARCH 2025 UPTO TILL DATE)**
RUKN AL AFIA BUSSINESS SERVICES SHARJAH, U.A.E

Familiarity with systems like, **ICA Smart Services, Ministry of Human Resources and Emiratisation (MOHRE)**, and portals like **TASHEEL, Amer Center System**, and **General Directorate of Residency and Foreigners Affairs (GDRFA)**.

Key Responsibilities:

- **End-to-End Processing:** Manage the entire lifecycle of employment visas, including entry permits, status changes, medical testing, Emirates ID registration, and final visa stamping.
- **Renewals & Cancellations:** Proactively handle renewals and cancellations for employee residency visas, work permits, and dependent visas within deadline requirements.
- **Documentation Management:** Prepare, type, and review visa applications through UAE government portals such as MOHRE, ICP, and GDRFA.
- **Attestation Services:** Facilitate the attestation of educational certificates and commercial documents with the Ministry of Foreign Affairs (MOFA) and embassies.
- **Government Relations:** Act as the primary liaison between the company and government authorities, including Immigration (GDRFA), Ministry of Labor (MOHRE), and economic departments.
- **Compliance Watchdog:** Monitor changes in UAE labor and immigration laws and ensure company policies are updated to maintain compliance.
- **License Renewal:** Handle the renewal of trade licenses, establishment cards, and municipality permits to prevent fines or legal disruptions.
- **Visa Tracker Maintenance:** Maintain an up-to-date Visa Tracker (Excel) to monitor visa validity, labor card expiry, and insurance renewals.
- **Document Control:** Organize and secure all company and employee official documents, ensuring accuracy and confidentiality.
- **FAMILY VISA:** Processing family sponsor visa for all nationalities.

❖ **IMPORT MANAGER (MAY 2024-MARCH 2025)**

JABAL AL JAZEERA SHIPPING LLC DUBAI U.A.E

Managed end-to-end import operations, including documentation, customs clearance, and freight forwarding.

Key Responsibilities:

- Coordinated with international suppliers and freight agents to ensure timely and cost-effective delivery of goods.
- Ensured compliance with all relevant import regulations, trade laws, and company policies.
- Negotiated shipping terms and rates with carriers to optimize cost efficiency.
- Supervised a team of logistics and documentation staff to streamline import processes.
- Maintained accurate import records and prepared regular reports for management and regulatory audits.
- Liaised with customs brokers and government agencies to resolve clearance issues and minimize delays.
- Reduced import lead times through process improvements and better vendor coordination.

❖ **CSR (Customer Services Representative)**

Blue Home Marketing SMC-PVT-LTD. Pakistan

Responsible for building strong customer relationship, driving customer loyalty and supporting business growth in a marketing company. Duties include educating customer about marketing services and answering customer questions and concern via phone,email,chat or social media.

Key Responsibilities:

- Responding to customer inquiries and resolving customer complaints.
- Providing services information , finding troubleshooting issues and processing order and returns.
- Data entry and maintenance.
- Collaborating with internal team with providing feedback and insights.
- Meeting customer satisfaction target

Professional Education & Certificates

- **UAE Driving License.**
- **Diploma in information Technology.**
- **Geographic information System.**
- **English Proficiency.**

Skills:

- Highly motivated and versatile professional with a proven track record of success.
- Excellent communication and interpersonal negotiation skills
- Quick learner, cooperative, and possessing coordinating attributes.
- Proficient in communication, interpersonal, analytical, leadership, and organizational skills.
- Self-starter with strong communication and interpersonal abilities.
- Detail-oriented with expertise in time and calendar management.
- Professional driving skills knowledge about Google Map Location

Languages

- English–Good
- Urdu –Excellent
- Pashto –Excellent
- Kohistani- Excellent

Personal Details

- D.O.B: March 5, 2001.
- Visa Status: Employment Visa (MY OWN VISA)
- Nationality: Pakistani

Declaration

I hereby declare that the above particulars of facts and information stated are correct to the best of my belief and knowledge, and I take full responsibility for their accuracy.

Shakeel Ahmad