



# Mohammad Ismail Nizamuddin

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DRIVING LICENSE - Valid UAE license (manual) Visa- Visit L-term



## Objective

Intend to structure my growth in pace with the ever-changing corporate environment. Make my learning curve to move in a linear fashion along with the growth of my functional skills coupled with overall personality development in order to face the challenging times ahead. Take up responsibilities with the assurance of putting the best and consistent efforts to come up with effective results. I insist on getting the job done and work for efficiency and effectiveness. Being a fast learner I can quickly adapt to the surroundings, which a new job offers.



## Work Experience

2018 april – 2020 March

**M/s. Al Raja Rea Estate, Sharjah, UAE**

**Designation: OFFICE SUPERVISOR**

**April 2018 till march 2020**

### Job Responsibilities

- Collect and give regular updates on all work and migration standards from the government offices to keep the HR office well informed for any changes in procedures and rules.
- Submit, follow-up and gather all new work and business visas to guarantee that the visas are handled and processed on time.
- Renew, update and keep up all workers and their dependents' visas and work contracts on time to guarantee that organization's records are up to date in the labor and Immigration Departments. Send notification to employees on required documents before their visa expires.
- Makes sure all business and trade Licenses are updated, follow-up official approvals and permits, to prevent unnecessary violations.
- Accurately prepare and process required legal documents like rent contract attestation in government agencies such as Ministry of Economic, Ministry of Finance, Customs, Court, Chamber of Commerce, Traffic Department and Municipality.
- When the need arises, represent the company at different offices like Airport Embassies, Police Station, Ministries/Municipalities and other government Departments.
- Deal promptly and productively on general enquiries about PRO functions
- Assist the office in determining any issues identified with organization vehicle registration and renewals
- Acquire visas from different Embassies in UAE for staff members for business related travels
- Knowledgeable enough on the process of getting residency permits etc.

2020 April – Till date

**Al tunaiji real estate, Sharjah, UAE**

**Designation: Leasing officer**

- contract typing in Arabic
- customer service
- preparing quotation
- Preparing offer letters for clients
- follow with all the clients related to rental payments
- preparing All kind of residential & commercial approvals letters related to sharjah municipality



## Education



2015-2017

### Bachelor of Arts (B.A)

Islamic Theological Studies & Arabic Grammar in Kulliyath  
Sharee'ah from Calicut, Kerala, India

2011

### Pre University College (P.U.C)

Tippu sulthan pre university college  
Ullala- Karnataka - India

2009

### S.S.L.C

Bearys sea side public school - Kundapur -India

2014

### Diploma in civil Engineering (D.C.E)

Alpha institute of Management and Technological  
Science, India.



## Skills

### - LANGUAGES

English



Arabic



Hindi, Malayalam, Kannada



### - COMPUTER SKILLS

- Expertise in computer knowledge and skills in, Microsoft office, Microsoft Excel, Microsoft Outlook, Microsoft Access and Microsoft PowerPoint
- Excellent typing skills can type 40wpm

### OTHER SKILLS

#### HIZB -UL- QUR'AN

Completed "HIZB -UL- QUR'AN" training conducted under All India Islamic Educational Board & achieved first class.

#### PERSONALITY EMPOWERMENT PROGRAM (PEP)

Successfully completed 100 hours PERSONALITY EMPOWERMENT PROGRAM (PEP) Conducted by IHRAM from Nov 2015 to March 2016

- Adaptable to any kind of environment
- Eco Friendly Teaching
- Training Skill
- Motivational Talk
- Good communication skills
- Open to new knowledge
- Creative thinking
- Leadership quality
- Ability to work under pressure
- Reading novels
- Reading and listening Quran.

### PERSONAL DATA

Date Of Birth : 30/04/1994

Sex : Male

Nationality : Indian

Religion : Islam

Marital Status : Married



## Strengths

Communication

Accuracy

Strong work ethic

Versatile