

Ibrahim AbuQuta

Public Relation Officer

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Profile

am writing to express my interest in the Public Relations Officer position with over a decade of extensive experience in office management and public relations, I have developed a strong skill set that ensures seamless coordination with government departments and efficient completion of administrative procedures.

Experience

➤ **Danat Group – DDA Free Zone Public Relation Officer**
May 2011 to Mar 2025

- Collect all appropriate documentation necessary for visa and permits required to be processed
- Organize visas for holiday and business-related travel for managers as required.
- Responding to customer queries on Visa/ Labor/Passport-related matters. (GDRFA, Mohre, Tasheel, Amer, DED, ICA....)
- Ensure all visa, medical and labor permits are up to date for customers and arrange timely renewal.
- Arrange visa (work permit, husband sponsored visa, visit visa etc.) for employees and their family
- Assist in all general inquiries concerning labor and immigration matters.
- Organize periodic renewal of Licenses
- Submission of correct documentation to obtain licenses and efficient collection of Licenses to take place when completed
- Take, submit & collect all necessary documentation to organize all Employee official paperwork.
- Arrange medical tests, passports, memos, promotional draws, and fine resolution.
- Represent the Company at locations such as the Police Station, Airport, Hotels, Embassies, Ministries/Municipalities & other significant Departments & in accordance with services such as mobile & landline phone services (connections/disconnections/repairs), mail, electricity
- Accompany the employees as they exit the cointroduction

Skills & Abilities

Excellent communication and negotiation skills.

Excellent marketing, administration, and sales skills.

Very good service delivery, customer care and follow-up Microsoft. office package

Well understanding of UAE Immigration /Labor Airport /RTA /Municipality's latest rules and regulations
understanding updated UAE labor rules and Dubai Free Zone area requirements.

Driving Licenses Since 2006

Languages

- Arabic Mother language
- English Advanced Mid

Personal Details

Nationality: Jordan

Date of Birth: Oct 1982

Visa Status: Employment Visa

Marital Status: Married