

ADEL ESSAM

Public relation officer & Typist

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EXPERIENCE

Public relation officer & Typist

Tasheel Center

07/2022 Uae

- By delegating legal tasks to a PRO, business owners gain peace of mind and can focus on other important matters
- PRO services in the UAE handle legal aspects including business approvals, visas and license renewals
- Helps prevent legal problems
- PRO assist in identifying and rectifying potential problems
- PRO ensure that all legalities and requirements have been duly met
- This prevents penalties and delays that might hinder employees, employers and even the entire business from functioning effectively

Public relation officer & Typist

Amer Center

02/2021 - 01/2022 Uae

- I handle visa and employment stuff in the UAE like permits medical exams Emirates ID stuff residence visa applications cancellations entry-exit reports and other things related to the Immigration Department Ministry of Labor
- Collaborate closely with the Dubai Economic Department to facilitate the preparation of legal documentation the acquisition of a new trade license the renewal of an existing trade license and the submission of Ejari and other pertinent documentation for the Trade License

EDUCATION

Degree and Field of Study

Technical Institute

01/2018 - 12/2018 Location

SUMMARY

Seasoned Public Relations professional with a proven track record of developing and executing successful PR strategies that enhance brand reputation and foster stakeholder engagement Seeking to leverage my expertise in media relations strategic communications and crisis management to drive organizational growth and visibility.

KEY ACHIEVEMENTS



Enhanced Document Accuracy

Increased accuracy by 90% on legal document processing.



Visa Process Optimization

Streamlined visa processes, reducing delays by 90%.



Trade License Compliance

Achieved 100% compliance on trade license renewals.



Residency Applications Management

Successfully managed 300+ residency visa applications.

SKILLS

Relationship Building

Active Listening

Interpersonal Skills

Team leader