

CURRICULUM VITAE

Abdullah Abdulwais

Email : abdullahfakhri1989@gmail.com

Skype id : abdullahfakhri1989

Mobile: +91-7718-0050-16 +91-8881-1668-37

Profile Snapshot:

- **Over 7.8 years** of experience in Public Relation officer and HR, Organize periodic renewal of licenses ,Media Coordinator, Submission of Documents to the Ministry of Labor for visa approval, Represent the company at locations such as the Police Station, Airport ,Emigration ,Municipalities and other Government departments.
- Oversaw arrangement for visa processing for overseas employment.
- Translation Trilingual Language, reports from newspaper regarding the projects
- Managing the overseas employment with Hr., Manager
- Bilingual Arabic, English and Urdu translation of the tenders, financial reports and coordination with HR, Manager
- Oversaw arrangement for Medical Facilitator and Interpreter in health care Medical Tourism.

Skills:

- Time management , Complex problem solving, judgment and Decision Making ,critical thinking, Monitoring , Coordination ,Negotiation, HR skills and recruitment , Supply Chain Management , Personnel Resources ,System Evolution, Persuasion –persuading others to change their minds or behavior ,Management of Material Resources , Service Orientation ,Documents Management, Customer service , Analytically Review ,Visa processing, Fluent in Arabic, English ,Urdu and Hindi languages with translation skills and Arabic-English and Urdu Typing.

Academic Qualification:

- 2015 MBA-in International Business Management from Sikkim Manipal University in Sikkim India.
- 2011 B.A (Hons) in Arabic from Jamia Millia Islamia University, New Delhi,India
- 2010 Modern Diploma in Arabic language and Translation from JMI University, New Delhi, India
- 2011 Advanced Diploma in Arabic language and Translation from Delhi University, India
- 2005 Class XII from UP Board India
- 2003 Class X from UP Board India

Computer (IT) Skills:

Operating Systems	:	Windows XP, Windows Vista, Windows7, Windows8
Microsoft Office	:	Word, Excel,Amadeus, Galileo, Outlook etc.
SAP	:	HR Module

Total Work Experience : 7.8 Years

Organization : Abshah Global Health Care Pvt Ltd.
Sector : Health Care
Location : Delhi, India
Designation : Public Relation Officer
Period : 08-04.2019 to Till Now

Organization : Midmac Contracting WLL.
Sector : Construction
Location : Doha, Qatar
Designation : PRO and HR, Assistant
Period : 02-01.2015 to Nov-2018

Organisation : IQRA Travel Pvt Ltd.
Sector : Tourism
Location : Luck now, India
Designation : Public Relation Officer
Period : February 2013 to October 2014 (1 Years 8 Months)

Organization : Silver Star Documents Clearing.
Sector : Service Provider
Location : Dubai, UAE
Designation : Public Relation Officer and Translator
Period : July 2012 to Jan 2013 (07 Months)

Organization : Al-Moaddi Co Ltd
Sector : Construction, Contracting
Location : Riyadh, Saudi Arabia
Designation : HR Assistant and Translator
Period : October 2011 to June 2012 (09 Months)

Organization : Common Wealth Game 2010 (India)
Sector : Volunteer
Location : Delhi India
Period : 03 Months

Areas of expertise:

Public Relation and HR

- Maintaining and developing relationships with the customers
- Visiting potential customers for new business
- Gathering market and customer information
- New customer acquisition
- Manage the overseas employment with HR, Manager
- Ensuring financial objectives, systems, policies & procedures to facilitate control
- Organize periodic renewal of license
- Represent the company at locations such as the police Station, Airport, Embassies,

Ministers/Municipalities and Emigration Departments as well as Ministry of Labor and Ministry of Interior and Ministry of Chamber of Commerce, Mena Port and ministry of Finance and Industry.

- To complete visa process of overseas employments.
- To translate the Labor Contracts in Urdu and English Languages including terms and conditions as per Labor law.
- Resolving typical and common hiring problems.
- Manage the trade test of Labor on site and deploy the workers as per requirement of the projects.

Logistic and Supply Chain

- Registered Accurate and timely shipment status information.
- Supervised and mentored warehouse staff
- Reconciliation and Consolidated Reports in compliance with time & accuracy norms.
- Coordinated logistics functions with purchasing, sales and inventory.
- Liaise with shipping agents on custom duties, tariff classification on procedures, documentations, insurance and bills of landing, Arrange uplift of imports and exports consignments, liaising with hire truckers on the best freight charges agreed upon.
- Provide a weekly container Movement Plan to the business
- Oversight arrangement for logistic supports.

Trilingual Translator and Facilitator for Medical Tourism in India

- Arabic English, Urdu and Hindi with translation and interpretation skills, Tenders and Agreement and general translation, with Arabic Typing
- Freelance Interpreter and Facilitator in Medical Tourism for Arab peoples from Iraq Oman, Yemen, Kuwait and KSA in healthcare who come to India for medical treatment in hospitals like Apollo, Max and escort heart. .

Personal Details:

Address : Mohammadabad Gohna
Mau .UP India

Father Name : Late, Abdul Wais

Languages Known : Arabic, English, and Hindi

Mother Tongue : Urdu

Read, write, Speak

Gender : Male

Marital Status : Married

Nationality : Indian

Date of Birth : 15-July-1989

Passport Details:

Passport Number : J6217772

Passport Validity : 25-Feb-2021

Place of Issue : Lucknow, India

I hereby declare that all the information provided herein above are true and correct.

Date:

Place:

Signature: