MUHAMMAD ZAID

Abu Dhabi, UAE | Email: zaid_bba@yahoo.com | Phone: +971 50443 8894
Visa: Residence
LinkedIn: https://www.linkedin.com/in/muhammad-zaid-uae

ADMINISTRATIVE & OPERATIONS PROFESSIONAL

Results-driven administrative professional with expertise in office management, AI Prompt Engineer, HR operations, compliance, and government relations. Adept at optimizing workflows, managing employee records, and ensuring regulatory compliance with UAE labor laws. Skilled in visa processing, documentation, and corporate services, with a proven track record of enhancing operational efficiency.

CORE COMPETENCIES

- ✓ AI Prompt Engineering
- ✓ Administration & Office Management - HR Operations & Employee Relations
- ✓ Government Relations (PRO Services)
- ✓ Visa Processing & UAE Labor Law Compliance
- ✓ Compliance & Documentation Processing - Operations & Process Optimization

PROFESSIONAL EXPERIENCE (timeline relevant to UAE)

ADMINISTRATIVE & CUSTOMER SERVICES

TAS-HEEL AL-AMAL BUSINESS SERVICES, UAE | 2016 – 2017

- ✓ Provided customer service and managed visa processing, labor contracts, and immigration documentation.
- ✓ Handled Emirates ID typing, entry permits, residence visa applications, and cancellations.
- ✓ Assisted in the Ministry of Labor (TASHEEL) services, including quota approvals, labor card processing, and trade license renewals.

HR & COMPLIANCE COORDINATOR

GRANITE CONSTRUCTION COMPANY, UAE | 2015 - 2016

- ✓ Managed employee visa processing, labor permits, and documentation for over 2,000 staff members.
- ✓ Coordinated HR functions, including onboarding, labor card issuance, and compliance with UAE labor laws.
- ✓ Processed security passes for employees and ensured smooth HR administrative operations.

CHIEF OPERATIONS & HR ADMINISTRATOR

AURA ASSOCIATES, PAKISTAN | 2018 - 2025

- ✓ Oversaw HR and administrative functions, ensuring seamless compliance and record- keeping.
- ✓ Managed financial documentation, bank transactions, and procurement operations.
- ✓ Led negotiations with NGOs and corporate clients, securing long-term contracts.
- ✓ Managing supply projects.

ADMINISTRATIVE & COMPLIANCE OFFICER

I.Z Marketing Private. Ltd, Pakistan | 2022 - 2024

- ✓ Supervised compliance documentation and regulatory adherence.
- ✓ Managed corporate records and ensured operational efficiency.
- ✓ Implemented streamlined administrative procedures to improve workflow.
- ✓ Implemented marketing strategies for higher sales.

EDUCATION & CERTIFICATIONS

- ✓ BBA Honors (Marketing & Finance) – Preston University, Pakistan
- ✓ Certified in Microsoft Office, EPRO Plus, & Government Service Portals
- ✓ Certified AI Prompt Engineering – UAE Government initiative "1 million Prompters"

IT & SOFTWARE PROFICIENCY

- ✓ Microsoft Office Suite (Excel, Word, PowerPoint)
- ✓ EPRO Plus (Visa Processing System)
- ✓ Outlook, Gmail, Zoom, Teams
- ✓ Web Research & Data Management

LANGUAGES

- ✓ English (Proficient)
- ✓ Arabic (Intermediate)
- ✓ Urdu, Pashto (Proficient)
- ✓ Hindi (Spoken)