

## Job Description

Job Title: Admin Executive

Reports To: Senior Operations Manager

## Key Responsibilities

- 1) Assisting clients in Visa applications; Employment, Dependent, Investor and Partner or other visa-related issues.
- 2) Assisting clients in Visa Cancellation; Both inside and outside of the UAE.
- 3) Assisting clients in Visa Renewal.
- 4) Assisting clients in Employment Contract attestation.
- 5) Arranging Inside Country Change of Status, VIP Medical and Emirates ID application.
- 6) Assisting clients in obtaining NOCs, Salary Certificate, Certified True Copy of Company document.
- 7) Documents Collection.
- 8) Arranging Transports and Courier for clients.
- 9) Issuing proforma invoice and following up for payment.
- 10) Preparing Board Resolutions/Request Letters.
- 11) Assisting clients in License Renewal, License Amendment, License Upgrade and License Cancellation.
- 12) Assisting clients in Documents Attestation/Translation.
- 13) Assisting clients in transferring driving license or opening new file for driving license.
- 14) Assisting clients in obtaining the Lost Company Documents.
- 15) Assisting clients in NMC approval.
- 16) Assisting Varoon - Smart Zone by preparing all the documents for his clients; Visa-related issues and other business license issues.

Perform other responsibilities and tasks as directed by the manager in order to meet department/ division objectives