MEJBAH UDDIN

(Typesetter)

CONTACT

Address:

Electra Street, Abu Dhabi, UAE.

Phone: +971 56 752 2165

Email:
mdmejbahchowdhury53@gmail.com

LANGUAGE KNOWN

- **English**
- **Bangla**
- **Hindi**
- **Urdu**

EDUCATION

Higher Secondary Certificate

PROFESSIONAL SUMMARY

Experienced Typist with 2 years of expertise in visa and immigration-related documentation. Skilled in typing and processing applications such as family visas, cancellations, new driving file opening, out passes, EID typing, and labor and immigration tasks. Known for accuracy, efficiency, and a strong understanding of administrative procedures. Adept at meeting deadlines and ensuring compliance with governmental regulations.

SKILLS

- **Visa Processing:** Expert in handling new and residency visas, as well as new and renew family visa.
- **Visa Cancellation:** Proficient in processing all types of visa cancellations.
- **Document Preparation:** Skilled in preparing offer letters and other official documents.
- **EID Services:** Experienced in new, renewal, and lost Emirates ID typing.
- **Travel Documentation:** Proficient in out pass application and E-passport processing.
- **Driving Services:** New driving file opening. Issuing, renewing, and replacing driving licenses.
- **Vehicle Ownership Transfer:** Expertise in transferring vehicle ownership efficiently.
- **Administrative Support:** Capable of managing multiple government service applications with accuracy and attention to detail.

WORK EXPERIENCE

Typist

ZORAIZ TOURS AND TRAVEL LLC **(2 Years)**

PERSONAL INFORMATION

- Nationality : Bangladesh.
- Date of Birth : 19/03/2005
- Gender : Male
- Religion : Muslim
- EID No : 784-2005-4959336-4
- Expiry Date : 23/08/2025
- Visa Status : Own Visa

DECLARATION

I hereby declare that the information provided above is true and accurate to the best of my knowledge and belief. I take full responsibility for the authenticity of the details mentioned in this resume.