

Public Relations Officer Jobs In Dubai | EPAM Systems

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Company: EPAM Systems

Location: Dubai

Category: sales-and-related

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About the job

Are you an experienced professional in handling immigration processes? EPAM is seeking a highly skilled Senior Immigration Specialist to be based in Dubai and play a crucial role in handling visa, work, renewals, and residence permit applications in the UAE region.'

Requirement

Prepare and process visa, work, and residence permit applications for employees, candidates, and their family members, including initial applications, visa renewals, and maintenance of status, for the UAE region

Manage MOFA attestation of employee's academic degree for skilled work permit, marriage certificate and birth certificate of employee's dependents

Assist with the immigration matters of employees in Qatar and Saudi Arabia

Handle the preparation of applications for visa, work, and residence permit cancellations when employees leave the company and the country

Respond to employee queries regarding visa, work permits, and passport-related matters

Assist the Talent Mobility department in issuing necessary entry permits for customer sites in the country and arranging related materials, if required

Provide comprehensive information and ad hoc assistance within agreed service level agreements (SLAs)

#J-18808-Ljbffr

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