

Supervisor Tahseel Department Jobs In Dubai | Al Yalayis Government Transaction Center

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Company: Al Yalayis Government Transaction Center

Location: dubai

Category: other-general

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Job Description

We are looking for a supervisor for Tasheel department who will be responsible for typing all transactions for MOL, Immigration and Emirates ID. Maintaining training for all staff, typing and how to handle the customers. Maintaining daily reports to the General Manager. Helping and dealing with all the PRO's and providing them the sufficient information for all enquires.

Skills

Requirements:

Expertise in ICP smart service, GDRFA entry permit, Emirates ID,

Fluent in all MOHRE, Tasheel, Tawjeeh, Tadbeer, Tamm, UAE Pass,

Golden Visa procedures

Issue and renew residence

Visa Holding, Offer letter typing, all kind of work permits (part time, temporary , relative) Labour card and contracts processing

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