

NIRVANA TYPING CENTER

<https://www.nirvanatyping.com/job/typist-typing-center-job-in-abu-dhabi/>

Typist – Typing center Job In Abu Dhabi

Description

Nirvana Typing Center in Abu Dhabi is seeking a highly motivated and experienced **Public Relations Officer (PRO) and Typist** to join our team. The ideal candidate will be responsible for handling government-related documentation, visa processing, and other PRO services, as well as typing and submitting applications related to immigration, labor, Emirates ID, medical, and other official procedures.

Responsibilities

The candidate with experience in the same field will be preferred.

Should have knowledge of Abu Dhabi visa processing.

Familiar with the works related to Ministry of Labor and immigration.

- Handle all PRO services including visa processing, labor and immigration documentation, Emirates ID applications, medical typing, etc.
- Prepare and type official documents in Arabic and English using relevant government portals (e.g., ICA, MOHRE, Tamm).
- Liaise with various government departments such as Immigration, Ministry of Labour, and other authorities.
- Track and manage document renewals, submissions, and deadlines.
- Stay up to date with UAE labor and immigration laws and regulations.
- Maintain accurate records of all processed documents and transactions.
- Provide excellent customer service to clients and assist them with their queries related to typing and documentation.

Hiring organization

Nirvana Typing Center

Employment Type

Full-time

Working Hours

08 AM to 5:30 PM

Base Salary

AED 1600 - AED 2000

Date posted

August 18, 2025