

Mohamed Adel Ahmed Ebrahim Eleiwa



Doha-Qatar

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PERSONAL INFORMATION:

Date of Birth	: October 01,1983
Nationality	: Egyptian
Passport No.	: A16380642
Qatar ID No.	: 28381804386
Driving License	: Qatar License -EXP. June,2019
Marital Status	: Married
Languages	: Arabic and English

OBJECTIVE :

To give the best of my abilities with great deal and keenness to prove my competency through hard work And capabilities. To perform administratively and improve my career efficiency with Business proficiency which will keep my career growing on a fast track

EDUCATION QUALIFICATION :

2004 - Bachelor of commerce

PROFICIENCY AND SKILLS :

Computer	: Excellent in Word and Excel
Pioneer account Program	: Excellent
Delta Salary Program	: Excellent
E-GOV	: Excellent
Languages	: Arabic : Excellent English : Good

PRACTICAL EXPERIENCE :

WORK IN QATAR From 2008 - 2017

Senior PRO in Legal Department for Al Sawari Holding : 2017 Till Now



Senior Public Relation Officer for CENVE : 2016-2017



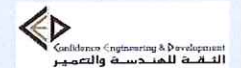
E-GOV Admin, Senior PRO and Metrash 2 Admin for Air Liquide Engineering : 2015-2016



Office Operation, PRO and E-GOV Admin for alfalak systems solutions & consulting : 2013 – 2015



Accountant, HR Admin, E-GOV Admin and PRO for CED : 2008- 2013



WORK IN EGYPT From 2006 - 2008 :

Accountant for college : from 2007 – 2008

Cost Accountant for Company Qaha : from 2006 - 2007



Professional accomplishments :

Human Resources Works Details(GCC)

- Process Arabic and English contract with the company and labor under Qatar law and stamp from MOLSA.
- Renewal all RP for the employee with E GOV and Metrash 2.
- Process Online visas from the E-Gov. or Metrash2 if there high qualification it will submit by manual to the immigration.
- Process the medical for the employees online and the finger print.
- Renewal the company documents (Quota, Computer card, Chamber Qatar, CR, Fire system certificate and Municipality License).
- Process Civil Defense License and also Renewal it online.
- Process manpower data in office and updated every week.
- Follow up with MOL for change visas and request new visas.
- Online admin.
- Experience with Qatari and Foreign Companies.
- Process the Payroll and follow with MOLSA for the new program (WPS).

- Process the documents which need to take the approval for (business visa) and submit to Airport Immigration.
- Make the time sheet for the employee.
- Add or remove Activities on the CR and Municipality license Also add or remove signatory from the CR and Computer card.
- Can Manage my PRO Team.
- Follow with Q-post for any process with Metrash 2.
- Can Manage the Drivers and the maintenance of all tools and assists for cars.
- Knowledge all form and letters which need for Process with any Department in GOV of Qatar.
- Apply Work visa Online and Manual.
- Process NOC for the company Employee.
- Apply online Exit Permit.
- Follow with all Government in Qatar for the new updates and the new Role.
- Can manage all HR files and update weekly.
- Open new companies and apply the Documents from A to Z.

Public Relation Officer at Legal Department

- Process Establishment contracts for any company Local and foreign.
- Process Approval from Ministers for the activity who need in the CR.
- Printout Establishment contracts and stamped from MOLSA and MEC if the company 100% Qatari Partner.
- Printout Establishment contracts and stamped from MOLSA, TAXES AND MEC if the company have foreign Partner.
- The seller and buyer signed the sales contract at the Ministry of Justice when it finished stamped.
- Follow up cases in court.
- Documenting documents from Qatar's Ministry of Foreign Affairs.
- Process all document to get trading license.
- Change Trade name for the company.
- Add or remove Activities on the CR and Municipality license Also add or remove signatory from the CR and Computer card.
- Process Public and private agency.
- Reconciling the conditions of the main companies and separating the branches from them.
- Change Authorized Sign from CR and Computer Card.
- Process a general assembly.
- Setup new companies from A to Z.
- Process documents with ministry of justice.
- Follow up with the public prosecution.
- Renewal CR online and manual.

Customs Clearance work

- Issuing an export and import certificate from the General Authority of Customs.
- Setup and Register companies on Single Windows.
- Add shipping companies through admin on the Single Windows.
- Freight clearance by shipping company.
- Clearance of shipments by the shipping company authorized by the supervisor of Single Windows.
- Approving shipments from the government agency responsible for the type of shipment.

Public Relations Officer- Hamad Medical Site

- Issue Building Permit for the Site.
- Issue Building Completion Certificate for the site
- Issue Civil Defense Certificate for the site
- Take approval for the advertising certificate
- Issue Trading License
- Issue Commercial Registration of the company
- Handle online Immigration and government services

Account Works Details(GCC)

- Account reconciliations - Payroll Bookkeeping - VAT returns - Purchase orders - Budgeting processes - Accrual accounting.
 - Organized and able to deal with multiple workloads at the same time.
 - Ability to deal with large quantities of financial data.
 - Debtor and purchase ledger reconciliation.
 - Raising accounts receivable invoices & preparing invoices for payment.
 - Accurately and promptly processing documentation.
 - Liaising with legal departments, banks and auditors.
 - Processing accounts payables invoices.
 - Recording all cash activity on a daily basis.
 - Preparing cash journals so that all items are recorded in the correct accounting periods.
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