

CURRICULUM VITAE

MOHAMED RAJI YUSUF
Public Relations Officer

Five years of experience as a highly organized Public Relations Officer; effective at multitasking and working under pressure to accomplish overall objectives.



Personal Data

Mobile
+974 50251080

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ymraji@gmail.com

Key Skills

Advanced knowledge of Qatar Authorities' laws and procedures related to Immigration, Labor, and Municipality/Trading affairs.

Strong knowledge in public relations.

Excellent interpersonal skills.

Excellent team player with good communication skills.

Ability to analyze and learn.

Organizing and quality orientated.

Ability to work under pressure.

Software

MS Word, MS Excel, MS Powerpoint
■■■■■
Very Good

Languages

English
• Reading • Writing • Speaking
■■■■■
Very Good

Arabic
• Reading • Writing • Speaking
■■■■■
Fluent

Tamil
• Reading • Writing • Speaking
■■■■■
Fluent

Hindi
• Speaking
■■■■■
Very Good

Personal Information

Nationality Sri Lankan

Passport No. N1161927

Visa Status Change visa)

Driving License Valid Qatar License

Civil Status Married

Date of Birth 17th August 1982

EXPERIENCE

2016-2018

Al Maharah Hospitality Group as a Public Relations Officer

Duties & Responsibilities

Immigration Department

- Online Visa, RP & Exit Issuance. Documents preparation for manual applications.
- Coordination with Finance for various payments required to be made for various PRO processes
- Documents preparation & check for sponsorship change and 6 months Earaa.
- Documents preparation for Computer cards renewal.
- Arranging Finger Print for New Employees.
- Sending documents to Q post for new Id's
- Arranging medical appointments for new employees

Ministry of Labor

- Online Visa approval request submission for new request, profession change, nationality change, gender change and approval renewal.
- Preparation of Employment Contracts.
- Follow-up QID required visa period extend.(if required)

Ministry of foreign Affairs & chamber of commerce

- Documents preparation and verify for Attestation of Employee Contracts, PCC and Professional certificates.
- Qatar Chamber. Company Membership renewal.

Traffic Department

- Vehicle registration renewal.
- Online check for Vehicle violation
- Online registration for new drivers

Ministry of Trade & Business

- Documents preparation for Commercial Registration Issues (new opening restaurant & renewal).
- Checkup & follow any comments or complains given by inspections on restaurant and prepare any required documents.

Civil Defense Department

- Submitting application online
- Follow-up results
- Follow up with concern department to maintain given comments in the report.

Ministry of Municipality & Planning (Baladiya)

- Documents preparation for Trade License Issues (new opening restaurant & renewal).
- Prepare required documents if any complains given by inspections on restaurant.
- Prepare required document for any kind of contracts with baladiya

EXPERIENCE

2011-2015 Lavilla Hospitality - Doha Qatar as a Public Relations Officer

2008-2010 HADCO Company - KSA as a Secretary

AWARDS & ACHIEVEMENT

- Awarded as a Employee of the Month- December 2014 in La Villa Hospitality.
- Awarded as a Merit Employee of the Month- February 2014 in La Villa Hospitality.
- Certificate of Participation for Business Reveiw Meet - 2013 in La Villa Hospitality on 25th & 26th February.

PROFESSIONAL QUALIFICATIONS

- Completed Degree in Islamic Law by Arabic Language
Al Rahmaniyya Arabic College, Sri Lanka
- Completed Diploma in Computer Science - College of Computer Science Sri Lanka
- Completed Diploma in Graphic Designing - British Information of Computer Technology Sri Lanka.

I do here by certify that above mentioned particulars by me are true and correct to the best of my knowledge.

Mohamed raji yusuf