



# Amirul Haque

## Public Relations Officer (P.R.O)

Highly organized and detail-oriented **P.R.O** with **11 years** of experience delivering exceptional administrative support. Skilled in managing government related tasks such as visa processing, document attestation, and obtaining necessary approvals. Help streamline administrative processes for business. A reliable team player with excellent time management skills, dedicated to ensuring a smooth workflow in the office environment.

## WORK EXPERIENCE

**2008- 2009**

**Markaz Al Furqan Islamic Centre | Janakpur Dham, Nepal**  
**Arabic Teacher**

- Deliver lessons to students according to the lesson plan and pacing chart of the Academy and meet curricular expectations.
- Maintain a fun and caring environment that nurtures children and parents and reflects Islamic values.
- Communicate with parents and professionally answer their questions.

**2010-2011**

**Arabic Teaching in Madrasa Darul Kitab Wa Sunnah | Saruatha Rautahat, Nepal**  
**Arabic Teacher**

- Act as a role model for students in dress code and behaviour.
- Submit report cards, notes to parents, yearly plans, weekly lesson plans, attendance sheets, and other related documents.
- Attend Parent-Teacher interviews, meetings, Professional Development sessions, and other relevant functions.

**2012-2013**

**Al Gardaka Trading & Contracting | AL Rayyan, Doha Qatar**  
**Public Relations Officer (P.R.O)**

- Ensuring the company is in compliance with Qatar Commercial Companies Law and Qatar Labour Law.
- Assisting expatriate employees to obtain a Qatari driving licence.
- Arrange medical tests, passports, memos, promotional draws and fine resolution.

**2014-2015**

**Qasar Al Arab Trading & Contracting | St 55, Al Aziziya Doha Qatar**  
**Public Relations Officer (P.R.O)**

- Collecting due diligence for job applicants, in accordance with Qatari government regulations.
- Submitting licence applications, for example to Qatar free zone authorities.
- Handling visa applications (as well as renewals and cancellations) for expatriate employees, including liaising with the immigration department, the Ministry of Interior and Ministry of Foreign Affairs.

## Contact



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Doha, Qatar

## EDUCATIONAL & PROFESSIONAL QUALIFICATION

- Secondary: from Jamia Sirajul Uloom Al-Salafia, Jhanda Nagar Kapilvastu Nepal.in year 2004.
- Intermediate: from Jamia Sirajul Uloom Al-Salafia, Jhanda Nagar Kapilvastu Nepal.in year 2006.
- B. A: Faculty of Arabic from Jamia Sirajul Uloom Al-Salafia, Jhanda Nagar Kapilvastu Nepal.in year 2008.

## Expertise

- Microsoft word
- Microsoft Excel
- Microsoft Page-maker
- Microsoft Power-Point
- Adobe Photoshop
- Argus Business Suite
- Internet

## Language

- Arabic
- English
- Urdu
- Hindi

## Personal Details

**Full Name:** Amirul Haque  
**Date Of Birth:** 1989 - 08 - 31  
**Gender:** Male  
**Nationality:** Nepali  
**Marital Status:** Married  
**Visa Status:** Q.I.D with NOC  
**Driving Licence:** Qatari Driving Licence

## 2016-2023

### Frat Town Trading & Contracting | St 55, Al Aziziya Doha Qatar Public Relations Officer (P.R.O)

- Take, submit & collect all necessary documentation in order to organize all Employee official paperwork.
- Arrange medical tests, passports, memos, promotional draws and fine resolution.
- Completing renewals of commercial registration and trading licences.
- Represent the Company at locations such as the Police Station, Airport, Hotels, Embassies, Ministries/Municipalities & other significant Departments.
- Occasional delivery of packages and transportation of employees.

## Reference

Ibrahim Jamal Mohammad  
Manager | Frat Town Trading

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