



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	Hemza Boughaba Financial Manager Frat Town Trading
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