



GUL BAHAR MIYA

PRO/OFFICE ASSISTANT

CAREER OBJECTIVE

To work for an organization where I may get immense opportunity to grow and can add synergy to the organization planning coordinating. Moreover, myself as a milestone for the Organization

WORK EXPERIENCE

1. Company Name: Argon Global, Doha Qatar

Position: P.R.O (Mandub)

Duration: 01 July 2020 to 15 February 2024

Job Responsibilities;

- All company related legal works.
- Banking Assistance/cheque collection-deposit
- Legal Documentation Applications/renewal
- Assisting HR/Admin works assigned by HR Manager
- Operations of Manpower Division
- Renewal/Issuance of Health card
- Supervision of Labor Accommodation

2. Company Name: We United Trading & Contracting, Doha, Qatar

Position: P.R.O (Mandub)

Duration: 20 March 2018 to 30 June 2020

Job Responsibilities;

- All company related Legal works.
- Ministry and legislative affairs
- Updating/renewal of legal documents
- Assistant to Administrative officer
- Monitoring the employees Residency permit and Health Card
- Operations of Manpower Division
- Supervision of Labor Accommodation

ACADEMIC BACKGROUND

1. Bachelor's in arts (Year of Passing: 2017)

Jamiya Qadriya Ashrafiya, Mumbai, India

2. Intermediate/Plus Two (Year Of Passing: 2013)

Darul Uloom Mahboobe Subhani, Mumbai, India

3. S.S.L.C (Year of Passing: 2011)

Shri.Pathariya Madhyamik Bidhyalay School, Nepal

OTHER QUALIFICATION

1. Diploma in Arabic language - UP Board for Development of Urdu and Arabic

DECLARATION

I do here by declare that the Particulars of information and facts stated herein above are true, correct and complete to the best of my knowledge and belief.

Date: 17-07-2024

Place: Doha

Gul Bahar Miya

Al Muntazah, Doha
weunitedpro@gmail.com
+974 7115 9748

PERSONAL INFORMATION

D.O.B – 03-MARCH-1997

Gender : Male

Father Name : Majirudin Miya

Marital Status : Single

Permanent Address ;

Kachankawal-3, Jhapa, Nepal

Passport No. : #10664741*

Date of Issue : 04-12-2017

Date of Expiry : 05-12-2027

PROFESSIONAL QUALIFICATION

Microsoft Office

(Word, Excel, PowerPoint) from

Bidhyapani Secondary

School, Jhapa, Nepal

LANGUAGES

(Read/Write/Speak)

ARABIC

ENGLISH

HINDI

NEPALI

URDU

DRIVING LICENSE

Holding a Valid Light

Automatic Qatar Driving License