

Faisal Mohammed Ismail

Kollam, Kerala, India

Contact No. : +91 9895207197

Date of Birth : 21st January 1985

WhatsApp No : +974 66347367 (Qatar)

Email ID : faisalmahlari786@gmail.com

Marital Status : Married

Nationality : Indian



OBJECTIVE

Looking for a challenging, rewarding and responsible career where I can prove my ability through hard work, loyalty with a high degree integrity.

CAREER SUMMARY

Public Relation Officer, Professional Arabic Typing offering 9 years of diversified experience. Highly experienced and dedicated in all types of Visa processing activities and procedures. Maintaining strong and fruitful relationships with the immigration departments, working with professionalism and integrity.

AREAS OF INTEREST

- PRO activities
- Professional Arabic Typing
- Office Assistant

PROFESSIONAL EXPERIENCE

Kenza Engineering & Technical Services, Abu Hamour, Qatar.

March 2020 – February 2024 (4-Years)

Position: Public Relation Officer

(PRO) Job Responsibilities

- Responsible for all types of Visa processing. (Permanent Visa, Visit Visa, Business Visit and Family Visit)
- Processing Medical and Finger for new Qatar ID.
- Qatar ID renewal and cancellation.
- Registration and Renewal of company trade license, CR and Computer Card.

- Preparing professional Arabic letters for government processes.
- Documents attestation at Qatar Chamber of Commerce.
- Labor contracts preparing and attestation.
- Vehicle license (Istimara) renewal and preparation.
- All types of government related works and issues.

Build in Trading & Contracting Company, Muntazah, Qatar.

March 2014 – December 2019 (5-Years)

Position: Public Relation Officer

(PRO) Job Responsibilities

- Responsible for all types of Visa processing. (Permanent Visa, Visit Visa, Business Visit and Family Visit)
- Processing Medical and Finger for new Qatar ID.
- Qatar ID renewal and cancellation.
- Registration and Renewal of company trade license, CR and Computer Card.
- Preparing professional Arabic letters for government processes.
- Documents attestation at Qatar Chamber of Commerce.
- Labor contracts preparing and attestation.
- Vehicle license (Istimara) renewal and preparation.
- All types of government related works and issues.

Dania Furniture Company, Jeddah, Saudi Arabia.

August 2009 – November 2013 (4 years)

Position: Office Assistant and Inside Sales Agent.

Job Responsibilities

- Preparing letters and documents in Arabic for business purposes.
- Dealing with Arabic customers and securing sales.

EDUCATIONAL QUALIFICATIONS

- S.S.L.C
- Degree in(Arabic) (Mahlarathul Qadiriyya Arabic College, India)

STRENGTHS

- Self Confidence
- Dedicated to job
- Positive approach
- Good Communication

LANGUAGES KNOWN

- Arabic
- English
- Hindi
- Tamil
- Malayalam

DECLARATION

I hereby declare that the above statements are true and correct to the best of my knowledge and belief.

Faisal Mohammed Ismail