

Curriculum Vitae

RIFSIKHAN MOHAMMED ANSAR

Location Doha, Qatar -
Nationality: Sri Lankan
Visa Status: Transferrable QATAR ID (with NOC)
License: Qatar Driving License for Light Vehicle.
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Personal Statement

Dynamic result-oriented **team player**, a **quick learner**, a self-confident **positive thinker** with Excellent Interpersonal skills and **communication skills**. I am an **educated individual**; prefer to **take responsibilities under decision making, hardworking, innovative, self-motivated** and self-determined BA **Degree of ANNOOR Arabic college of Sri Lanka**

1. Company Name: Ibrahim for project (Oxygen Pharmacy) Doha – Qatar

Designation: **Public Relations Officer (PRO)** Duration: June 2021 to till date(2024-05-20)

Ibrahim for Projects & Resources co.



- ❖ Prepare Documents for the Department of Immigration. PRO related works.
- ❖ Preparing Labor Agreements.
- ❖ Accompanying Employees to Government Medical Checkup.
- ❖ Accompanying Employees to Government Medical Checkup.
- ❖ **Processing** documents related to FingerPrint of Employees, Residence Permits and renewal of visas and other documents related to Employees
- ❖ Using **E-Government** Portal for services provided online by the Government.
- ❖ Using the '**Metrash**' system on Mobile provided by MOI for Immigration related works.
- ❖ Attending works related to Embassies, Traffic Department, Municipality and other Government Departments.
- ❖ Coordinate office activities and operations to secure efficiency and compliance to company policies with coordinating Head office
- ❖ Supervise staff and employees divide responsibilities to ensure performance.
- ❖ Preparing the material submittal and material inspection report
- ❖ Create and update records and databases with personnel, financial and other data
- ❖ Track stocks of office supplies and place orders when necessary
- ❖ Submit timely reports and prepare presentations/proposals as assigned
- ❖ Process, submit and follow up all the company official relations/ transactions with the government sectors.
- ❖ Maintaining the vehicle documents with Daly kilometer log sheet records with monthly reports. (Managing the Drivers with transportations)
- ❖ Work with documents and records across various departments, including human resources, marketing and construction
- ❖ Preparing timely reports and preparing presentations/proposals as assigned to all employees payroll making with updating to the Excel sheet.

2. Company Name: Qatar Care Services, Doha – Qatar

Designation: **Public Relations Officer (PRO)** Duration: June 2019 to 2021



برايم كير للتمريض
Prime Care Nursing



- ❖ all the company official relations/ transactions with the government sectors.
- ❖ Submitting all renewals of visas & labor work permit cards with the labor office as well as the immigration department.
- ❖ Processing all renewals of driving license & labor health cards with the traffic office as well as the health department.
- ❖ Renewals of official documents of the company (i.e. trade license, chamber of commerce, CR, traffic department, municipality, customs clearance etc.).
- ❖ To liaise with authorities to ensure Company compliance to local laws and regulations.
- ❖ To process local amendments in coordination with the authorities.
- ❖ To deal with government authorities in relation to the buying, selling or leasing of land/property.
- ❖ To process trade license renewals.
- ❖ To keep updated on labor related changes in relation to visa processing.
- ❖ Supporting any legal issues in Company registrations.
- ❖ Prepare Documents for the Department of Immigration. PRO related works.
- ❖ Preparing Labor Agreements.
- ❖ Accompanying Employees to Government Medical Checkup.
- ❖ Accompanying Employees to Government Medical Checkup.
- ❖ **Processing** documents related to FingerPrint of Employees, Residence Permits and renewal of visas and other documents related to Employees
- ❖ Using **E-Government** Portal for services provided online by the Government.
- ❖ Using the '**Mettrash**' system on Mobile provided by MOI for Immigration related works.
- ❖ Attending works related to Embassies, Traffic Department, Municipality and other Government Departments.

3. Company Name: Comfy Care Services, Doha – Qatar

Designation: Public Relations Officer (PRO) Duration: December 2015 to March 2019



- ❖ To keep updated on labor related changes in relation to visa processing.
- ❖ Supporting any legal issues in Company registrations.
- ❖ Prepare Documents for the Department of Immigration. PRO related works.
- ❖ Preparing Labor Agreements.
- ❖ Accompanying Employees to Government Medical Checkup.
- ❖ Accompanying Employees to Government Medical Checkup.
- ❖ **Processing** documents related to FingerPrint of Employees, Residence Permits and renewal of visas and other documents related to Employees
- ❖ Using **E-Government** Portal for services provided online by the Government.
- ❖ Using the '**Mettrash**' system on Mobile provided by MOI for Immigration related works.
- ❖ Attending works related to Embassies, Traffic Department, Municipality and other Government Departments.

Company Name: **TAB Engineering Services, Doha – Qatar**

Designation: Public Relations Officer (PRO) Duration: Jan' 2014 to November ' 2015



- ❖ Prepare Documents for the Department of Immigration. PRO related works.
- ❖ Preparing Labor Agreements.
- ❖ Accompanying Employees to Government Medical Checkup.
- ❖ Accompanying Employees to Government Medical Checkup.
- ❖ **Processing** documents related to FingerPrint of Employees, Residence Permits and renewal of visas and other documents related to Employees
- ❖ Using **E-Government** Portal for services provided online by the Government.
- ❖ Using the '**Mettrash**' system on Mobile provided by MOI for Immigration related works.
- ❖ Attending works related to Embassies, Traffic Department, Municipality and other Government Departments.

STRENGTHS & SKILLS

- ❖ Able to type in Arabic & English.
- ❖ Fluent in MS-Office packages (Word & Excel).
- ❖ Holding Qatari Driving License, valid until 08.09.2022.
- ❖ Management skills /Team player / Ability to work under pressure
- ❖ Strong problem – solving skills / Quick learner / Positive thinker.
- ❖ Excellent Communication Skills.

Professional Qualifications

- ❖ **B.A Degree in Arabic Language and Islamic Studies** from An-Noor Arabic College, Siyabalagaskotuwa, Sri Lanka,
- ❖ **Al-Alim Examination** conducted by the Department of Examination, Sri Lanka.
- ❖ **Teachers Training Examination** conducted by National Evaluation and Testing Service (NETS), Department of Examinations, Sri Lanka.
- ❖ **Diploma in Computer Accounting** at College of IT and Technologies Limited. (Subjects: Simple Accounting/MYOB/PeachTree/Sage/QuickBooks/Tally)
- ❖ **G.C.E Advanced Level-2008** at Madeena National School, Siyambalagaskotuwa. (Subjects Passed: Political Science, Arabic & Islamic Civilization)
- ❖ **G.C.E Ordinary Level-2006** - at Madeena National School, Siyambalagaskotuwa.
- ❖ **Certificate in Advance Computer Hardware** at College of Explorer, Sri Lanka.

key Skills

- ❖ Proficiency in all areas of **Microsoft Office**, including **Excel, Word**
- ❖ Language Skills: **English, Arabic, Tamil, Sinhala, Hindi** (Reading, Writing & Oral)
- ❖ Accomplished **interpersonal skills** and **communication skills**.
- ❖ Ability to take initiative and **work well under pressure, ensuring strict deadlines are met**, as successfully demonstrated during work experience placement projects.
- ❖ **Flexibility**, whilst maintaining **enthusiasm** and **commitment to work** provided.

I do hereby certify that the above particular submitted by me in this application is true, complete, and accurate according to the best of my knowledge.