



**CONTACT**

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- Doha - Qatar
- Qatari Driving License

**EDUCATION**

- 1990: High school level in Economics and Management.

**LANGUAGES**

- Arabic : Mother tongue.
- English : Written and spoken (Medium).
- French : Written and spoken (Excellent).
- Italian: Written and spoken (Medium)

**PERSONAL SKILLS**

- Proficient in organizing and maintaining official documents, including passports, residence permits, and visas.
- Experienced in interacting with government authorities and departments to complete official transactions efficiently.
- Strong knowledge of local immigration laws and regulations, ensuring all processes adhere to legal requirements.
- Skilled in preparing and submitting applications for residence permits, passport renewals, and entry/exit visas.
- Ability to prepare detailed reports on the status of residence permits, visas, and other official transactions.
- Competent in providing guidance and support to employees regarding official procedures and required documents.
- High level of accuracy in handling documents and completing transactions.
- Excellent organizational abilities to manage multiple tasks and documents simultaneously.
- Strong verbal and written communication skills for effective interaction with employees and government officials.
- Capable of identifying and resolving issues related to document processing and compliance.
- Efficient in managing time and prioritizing tasks to meet deadlines.
- Ability to work well with colleagues in the HR department and other departments to ensure smooth administrative processes.

**MOHAMED GAYED**

Detail-oriented and highly organized Public Relation Officer (PRO) with great experience in managing official documents and liaising with government authorities in Qatar. Proficient in issuing and renewing residence permits, handling passport renewals, and coordinating entry and exit visas. Adept at maintaining accurate records, preparing comprehensive reports, and providing guidance to employees on official procedures. Strong knowledge of local immigration laws and regulations, with a proven ability to ensure compliance and streamline administrative processes. Excellent communication and interpersonal skills, with a commitment to delivering high-quality service and support.

**PROFESSIONAL EXPERIENCE**

**Gulf Drilling International Limited (GDI) - Qatar** 06/2017 - 06/2024

- Public Relation Officer (PRO)**
- Submitting the necessary applications for issuing and renewing residence permits for foreign employees.
  - Monitoring and renewing employees' passports to ensure they remain valid.
  - Submitting applications for issuing entry and exit visas for foreign employees and their families.
  - Interacting with the Ministry of Interior and other government departments to ensure the efficient completion of official transactions.
  - Keeping and organizing identity documents for employees and ensuring they are available when needed.
  - Preparing periodic reports on the status of residence permits, visas, and other official transactions.
  - Providing assistance and guidance to employees regarding official procedures and required documents.
  - Keeping up to date with changes and updates in laws and regulations related to residence and work to ensure compliance.
  - Collaborating with the Human Resources department and other departments to ensure smooth administrative processes related to passports and visas.

**Residential and commercial complex Marina Djerba - Tunisia** 2011 - 2016

- Security Supervisor**
- Supervising and managing security personnel, including scheduling, training, and performance evaluation.
  - Ensuring that all security staff adhere to company policies and procedures.
  - Monitoring and controlling access to the residence to prevent unauthorized entry.
  - Conducting regular patrols of the property to identify and address security risks.
  - Implementing and maintaining security systems such as alarms, CCTV, and access control systems.
  - Responding promptly to security incidents and emergencies, such as fire, medical emergencies, or break-ins.
  - Providing ongoing training and development for security staff to ensure high standards of performance.
  - Conducting drills and simulations to prepare staff for various emergency scenarios.
  - Interacting with residents and visitors in a professional and courteous manner.
  - Addressing any security-related concerns or questions from residents.
  - Developing and updating security policies and procedures to enhance the security of the residence.
  - Ensuring compliance with all relevant laws and regulations.

**Homere Hotel Djerba - Tunisia** 2005 - 2010

**Front Desk Agent**

**Palace Gammarth Hotel - Tunisia** 2001 - 2004

**Front Desk Agent**

- Greeting and welcoming guests upon arrival.
- Check-in and check-out guests efficiently and accurately.
- Managing reservations and provide information about the hotel's facilities and services.
- Handling guest inquiries, complaints, and requests in a professional manner.
- Processing payments and maintain accurate records.
- Coordinating with housekeeping and maintenance staff to ensure rooms are ready for guests.
- Assisting with concierge services, such as booking tours and making restaurant reservations.

**Embassy of the United States of America - Tunisia** 1998 - 2001

**Security Agent**

- Monitoring surveillance cameras and other security equipment.
- Patrolling embassy premises to detect and respond to any unusual activity.
- Ensuring all security systems are operational and report any malfunctions.
- Managing entry and exit points of the embassy.
- Verifying the identity of individuals entering the embassy.
- Conducting security screenings of visitors, staff, and vehicles.
- Responding to alarms and incidents, providing immediate assistance.
- Coordinating with local law enforcement and emergency services.
- Implementing evacuation procedures in case of emergencies.

**Mayville Company - Tunisia** 1992 - 1996

**Store keeper**

- Maintaining receipts, recording, and withdrawing of the stockroom.
- Receiving, unloading, and shelving supplies.
- Performing other stock-related duties, including returning, packing, pricing, and labeling supplies.
- Inspecting deliveries for damage or discrepancies; report those to accounting for reimbursements and record keeping.
- Rotating stock and coordinate the disposal of surpluses.
- Ensuring adequate record keeping and manage all documentation to confirm proper stock levels and maintain inventory control.
- Coordinating the handling of freight, the movement of equipment, and necessary minor repairs.





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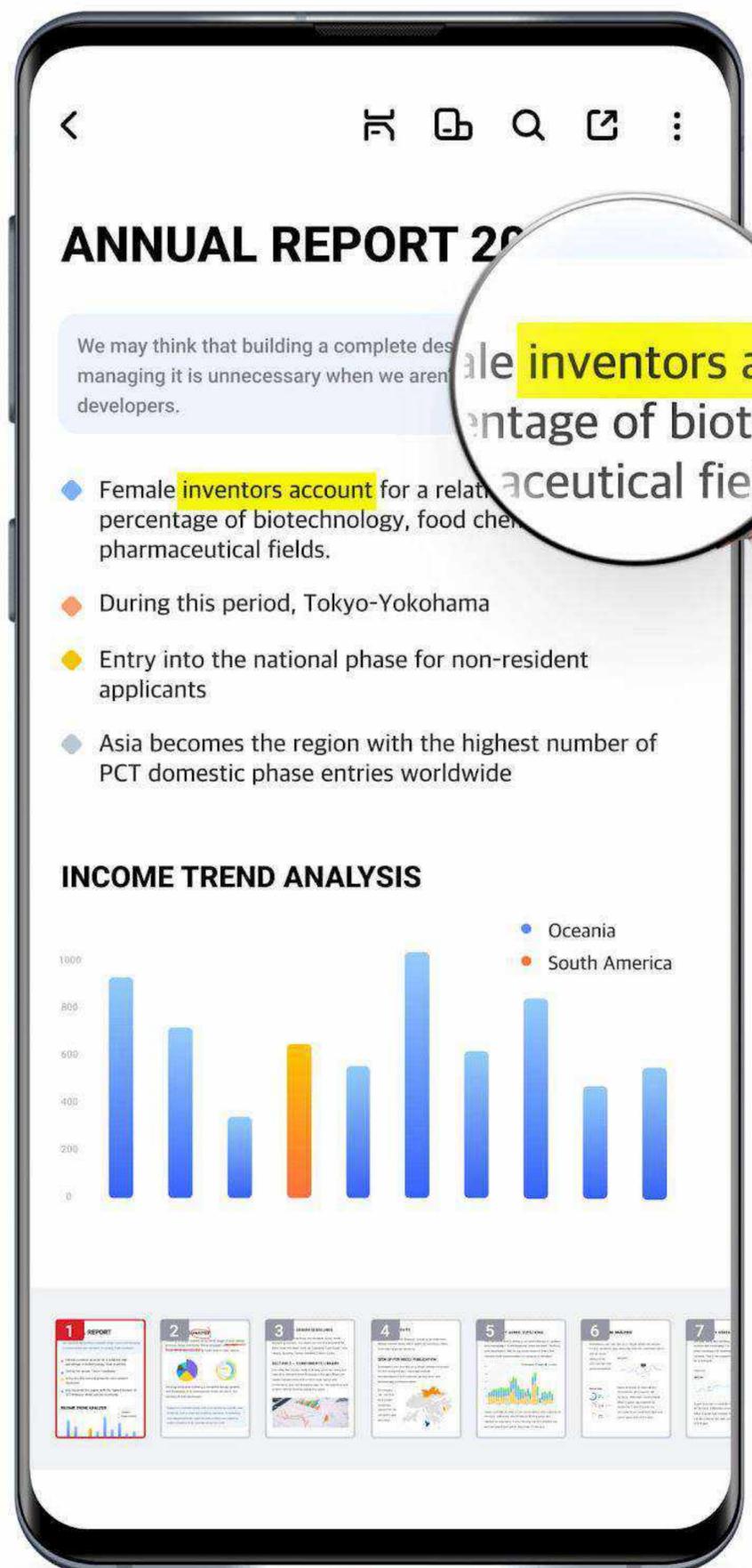
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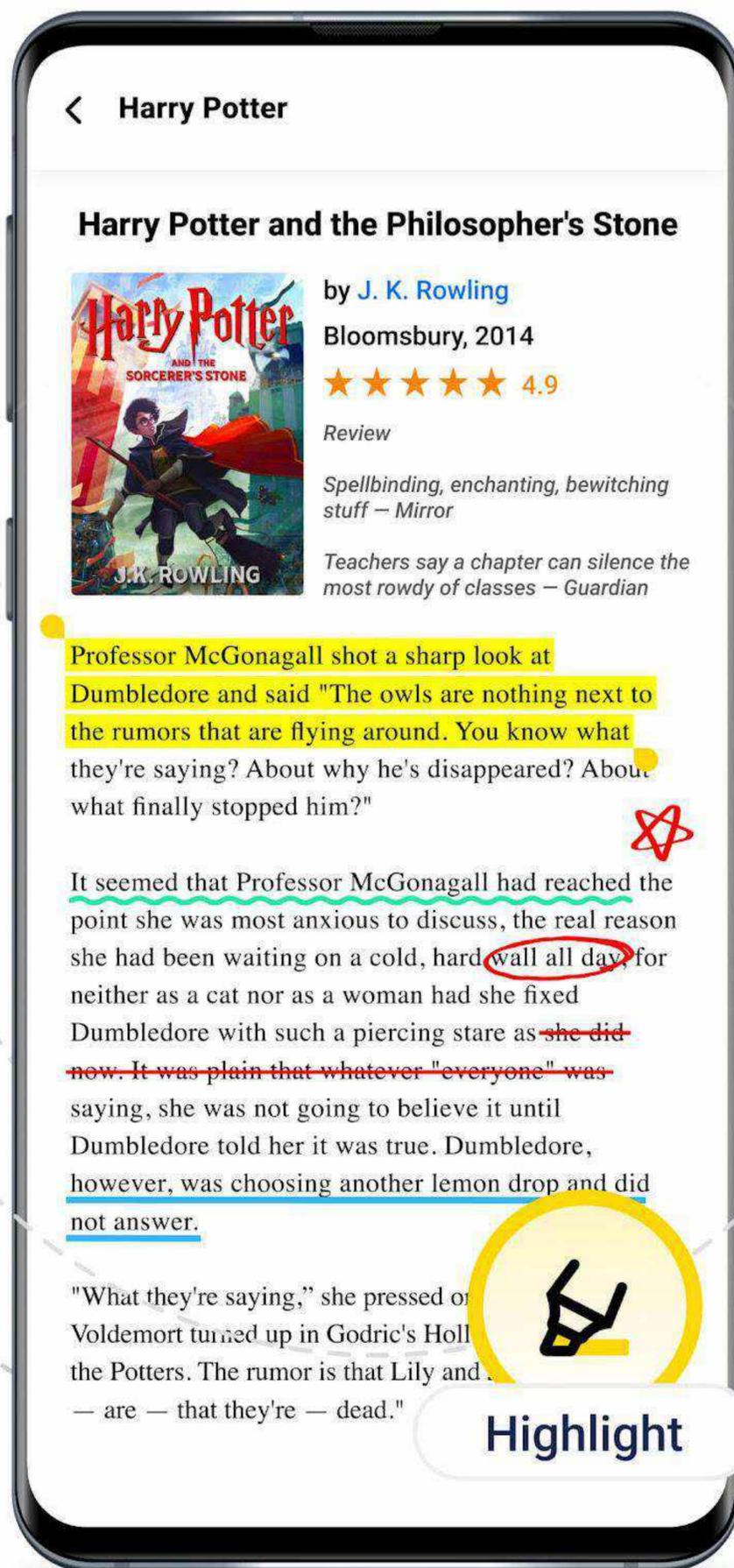


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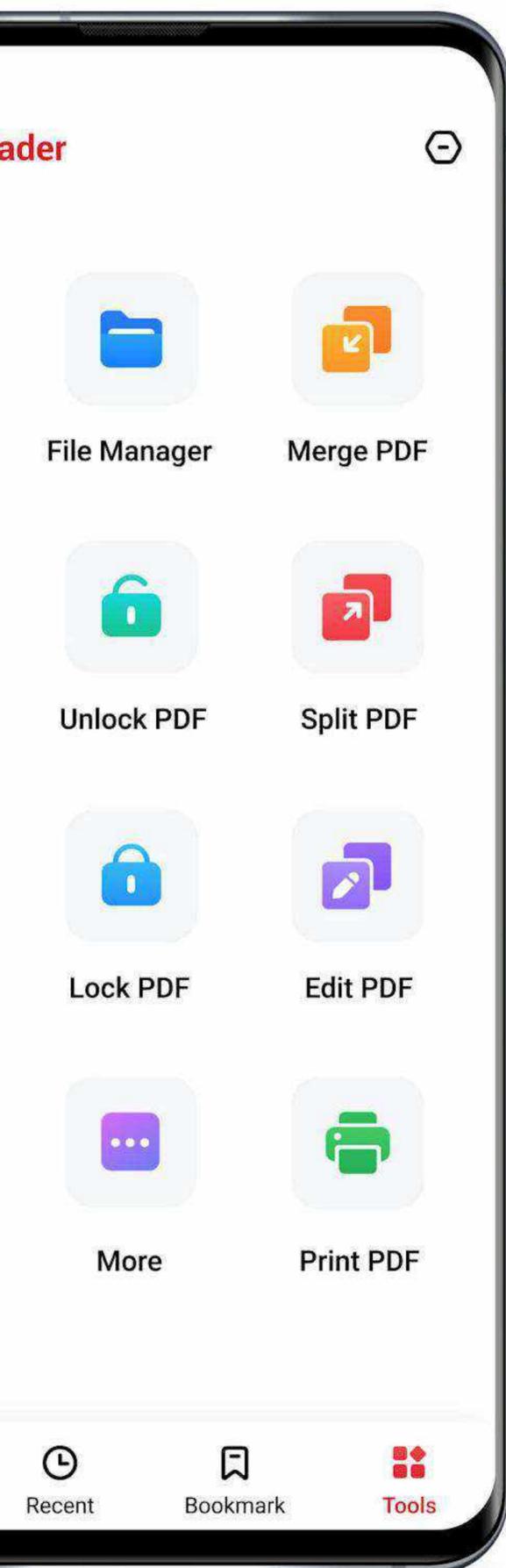
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