



UMAR SIDDIQUE MOAMMAD RAFIQUE

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Address: Zone:25, 220/B Road, DOHA,QATAR

ABOUT ME:

Father Name	Mohammad Rafiq
Date of birth:	02/08/1985
Nationality:	Pakistan
Religious:	Islam
Marital Status:	Single

Education:

I have completed my high secondary school from (United Arab Emirates).

I have high secondary school certificate from city AL Ain (United Arab Emirates).

Carer start as:

I lived in United Arab Emirates from year 2000 as a student. I start my first job in 2007 and I got many times promotion and also done different working experience in many fields in these long periods of life of 21 years.

Qatar working experience:

Foreman ----- Representative:

I start work as a foreman, after one month because of my work I got promotion as a company representative (Mandob= مندوب).

Making all kind of documents like government form (**LAMA FORM, NOC FORM, JOB OFFER LETTER**) for new employee inside Qatar changing to our company & applying online for their sponsor change approval.

- (1): To renew QID Card online in (MOI) (2): To update new passport of employee in (MOL).
(3): To apply online visa for employee out of Qatar by using his passport in (MOI).
(4): To extend QID Card online. (5): To check different status according company requirements in (MOL).
(5):To apply (**VP Number**) for new visa according company demands.(6): Handling all other office documents.
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Use of WPS QIB:

- (1): I making salary sheets and releasing employee's salaries using of (QIB BANK WPS ONLINE SYSTEM).
(2): Opening new QIB BANK Payroll account for new employees.

Marketting:

- (1): Visiting to different companies to advertise our company to clients for getting new projects.
 - (2): Arranging and scheduling meetings with clients.
 - (3) Making quotation and invoices when required.
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Working experience from 2007 till 2022:

United Arab Emirate :

I have worked as a

Transport supervisor in Dubai

Worked as a road safety supervisor in government of Abu Dhabi (UAE).

Worked as a Data entry clerk Dubai (UAE).

Worked as a Merchandiser with Brazilian food company in Al Ain (UAE).

Worked as a Airport luggage scanner in Abu Dhabi International AirPort (UAE).

Worked as a Receptionist in Al Ain Municipality (UAE).

Known languages:

I can fluently speak, read & write following languages.

Pashto, Urdu, Arabic, Hindi, English

Qatar Driving License:

Light vehicle license issued by Abu Dhabi Traffic department (UAE).

Issue Date: 05/06/ 2024

Expiry Date: 04/06/2029

UAE Driving License:

Light vehicle license issued by Abu Dhabi Traffic department (UAE).

License number:

Issue Date: 06/01/2010

Expiry Date: 29/12/ 2024

AIRPORT DRIVING PERMIT

ABU DHABI AIRPORT

ADP NO.: 5600

Date of Issue: 23/09/2014

Date of Expiry: 22/09/2015

SKILLS:

MS WORD, MS EXCEL, MS PowerPoint, Outlook, Gmail, Communication Skills, Problem Solving Skills, Good time Management, Organizational & planning skills, Active listening, skype, Team work, Conflict resolution, Friendly.

