

Curriculum Vitae

Ahmed Abdallah Salim



PERSONAL INFORMATION

Home address: Doha- Qatar

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Birth date: 9th October 1977

Nationality: Egyptian

Summary

Experienced Senior Public Relations Officer and Personnel Driver with a strong background in coordinating between Company HR and governmental bodies. Adept at facilitating smooth processing of government-related documents, managing identification and visa arrangements, and providing transportation services for senior staff. Proven ability to build and maintain professional relationships, ensuring effective communication and successful implementation of HR and public relations activities. Dedicated to enhancing the company's public presence through strategic coordination and efficient operations.

Professional Experience

Senior Public Relations Officer & Personnel Driver – Arabian Specialised Materials (ASMA)

13 March 2022 – Present

- Coordinate between the Company HR and other departments to ensure smooth processing of government-related documents.
- Report on all relevant issues to the direct manager.
- Oversee the renewal and issuance of identification, such as residential permits (RP) and health cards, in coordination with concerned authorities.
- Submit and follow up on daily transactions, letters, and signatures required between the holding company and the main office.
- Coordinate visa arrangements for staff and their families, ensuring medical commissions and fingerprinting appointments are scheduled and followed up on.
- Serve as a personnel driver for senior company staff, ensuring timely and safe transportation.

Senior Public Relations Officer – Bin Omran

23 April 2011 – 12 March 2022

- Coordinated between Company HR and governmental bodies for document processing.
- Managed the renewal and issuance of IDs, visas, and permits by facilitating communication between concerned parties.

- Submitted and followed up on daily transactions, letters, and approvals between the company and relevant authorities.
- Supported visa and permit processes for employees, scheduling necessary appointments.

Public Relations Officer – *Qatar Modern Maintenance Company (QMMC)*
21 January 2004 – 22 April 2011

- Coordinated between departments and authorities for submitting required documents.
- Assisted in immigration-related documentation processing through collaboration with the concerned teams.
- Submitted letters and documentation to various government departments on behalf of the company.

Education

High School Diploma in Agriculture
Qina

Skills

- Fluent in Arabic (Native)
- Basic English proficiency
- Strong customer service and coordination abilities
- Presentable, with strong interpersonal skills and respect for leadership
- Fast learner, capable team worker, sociable, responsible, and honest
- Ability to work under pressure and manage time effectively