

KHALID HEDRBI

ALTHMAMA-DOHA-ROD827

MOBIL: 50440460

EM: khaldhdrby@gmail.com

Summary

Hardworking, experienced Public Relation Officer, With more than 15 year experience in Qatar at the field of Public Relations Looking for a suitable position in your company.

Skills

- ❖ Highly self-motivated.
- ❖ Committed and fast learner.
- ❖ Excellent teamwork skills.
- ❖ Very good with computers.

Work Experience

❖ Public Relation Officer (QATAR)

TimeTrding.1/12/2022 antal Now

WATADGEOUP ,Feb -2018– .Until 20/10/2022

- Organize periodic renewal of Licenses
- Submission of correct documentation to the Ministry of Labor for visa applications
- Submission of correct documentation to obtain licenses and efficient collection of licenses to take place when completed
- Take, submit & collect all necessary documentation in order to organize all Employee official paperwork.
- Arrange medical tests, passports, memos, promotional draws and fine resolution.
- Represent the Company at locations such as the Police Station, Airport, Hotels, Embassies, Ministries/Municipalities & other significant Departments
- Meet and greet employees at airport upon arrival into Qatar
- Occasional delivery of packages and transportation of employees

(DongahGlogical ,Enginering) (Qatar) Director of the Public Relations Office

Feb-2009 – Jan-2018.

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◆ DaewooE&C (QATAR)

AZ technology, Jan-206 —2009..

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Education

Diploma of Public Relation from Malizia

Sudan University of Sciences and Technology, Khartoum, Sudan, 1994

Training courses

◆ Basic Computer Office and Internet

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❖ Hamad Foundation
training center Mar.2006

❖ IELTS Preparation Course

Hamad Foundation training center Mar.207

Languages

❖ **English:** good.

❖ **Arabic:** fluent.

Personal Information

❖ **Nationality:** Sudanese.

❖ **Marital Status:** Married

❖ **Country of residence:** Qatar.

❖ **Visa status:** Transferable residence visa.

References

Available when needed.

KhalidHedrbi

M.P 50440460