

# CURRICULUM VITAE



## FAROOQUE MIYAN

Doha Qatar

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Email: farooquemiyana@gmail.com

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**CAREER OBJECTIVE:** To work in a challenging environment and to put my knowledge and potential in the best use of the organization and take a challenging position to serve the organization.

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## ACADEMIC QUALIFICATION

- Graduation - from Nadwatul Ulama, Lucknow, (UP) India
- Intermediate-from Nepal
- Diploma in Arabic and English from Jamia millia islamia New delhi India

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## EXPERIENCE AND PROFESSIONAL SKILLS:

- Having Qatar Driving license.
- Well known about Qatar government services.
- Good knowledge about Qatar ministries, Immigration and ministry level work.
- As/visa changing, Employer changing, Company establishment, R.P, Online, Print labor contract, R.P cancelation, entry visa for residence, entry visa for visit, medical oppinionment, finger, change occupation, application for labour approval, Renewals of official documents of the company, trade license, municipality department, renew driving license, vehicle license, Insurance, and vehicle transfer, Insurance claim, quotation, latter's, etc.
- Ability to work under pressure.
- Ability to work within a team.
- Ability to deal with other.

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## COMPUTER SKILL:

- Microsoft office.(MS.WORD, EXCEL, POWER POINT, INTERNET, EMAIL.

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## STRENGTH

- Good communication (verbal and written) skills.
- Strong time management skills with the ability to manage multiple tasks.

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**LANGUAGE KNOWN:**

➤English, Urdu,Arabic, Hindi & Nepali(reading ,Writing,Speaking fluency.

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**PERSONAL DETAILS**

Name	:	Farooque Miyan
Father's Name	:	Ainul Miyan
D.O.B.	:	21/04/1984
Gender	:	Male
Marital Status	:	Married
Nationality	:	Nepali
Hobbies	:	Reading books,Helping needy people
Id No.	:	28452434332
Permanent Address	:	Inaruwa 10 jalpapur Sunsari Nepal

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**WORK Experience:**

3 Years worked as P.R.O (Mndoob) at Pick quick limousine wll in Qatar.

2 Years worked as P.R.O (Mndoob) at Hadayeq Dubai in Qatar.

3 Years And half year work as P.R.O (Mandoob) at Noble trading &decoration wll.

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**SELF DECLARATION**

I...Farooque Miyan..... hereby declare that all above details about me are correct and I am responsible for any kind of mistake

**Yours faith fully**

**(FAROOQUE MIYAN)**