

# RESUME

## **Nasruddin Musalman**

Najma-Doha

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### CAREER OBJECTIVE

Looking forward to a professional and challenging environment where creativity and potential would be explored and tapped through the proper channel.

### Potential of Work:

- Drafting all kind of letters other than technical to Government offices, Embassies, Insurance Offices etc. both in English & Arabic.
- Receiving, dispatching, distributing and maintaining company correspondences both in hard and soft copies.
- All kind of computer related job in MS Word, MS Excel and MS Power Point etc.
- Translation of documents from Arabic to English and Vice Versa.
- Control all aspects of project documentation on multiple simultaneous projects, utilizing various control methods /systems.
- Prepare, operate and update Document Control Procedures in line with the Company's Document Management System.
- Ensure proper document control support is given to each project.
- Produce and maintain Document Progress Reports to Managers.
- Ensure all documentation provided is as per Client quality formatting requirements. Formatting may include correcting templates, fonts and style, pagination and numbering and other activities that may be required to achieve a client's documentation requirements.
- Ensure all templates used with the department conform to the Company standard.

### EDUCATIONAL QUALIFICATION

- Sanviyyat equel high school form Jamia Salafia Varansi, U.P. India
- Aalmiat equel intermediate From Jamia Islamia Mumbai, India.
- Fazilat equel BA From Riyazul uloom, Delhi.

### COMPUTER SKILLS

- M.S. office ( M.S Word,
- English and Arabic typing.
- Good Knowledge in Internet surfing.

### Experience

**State of Qatar** worked as **PRO/ Sales Representative** with **Najma Al-Firdous Trading Co.** from June 2009 to July 2016.

**State of Qatar** currently working as a Admin/ PRO with EXPRO WORLDWIDE B.V for Offshore Security gate Pass Application preparing and submitting in General Directorate of Industrial

**Available valid Qatar driving license.** 1<sup>st</sup> issued 22-03-2010 and expiry date 04-05-2025

### **(Job Description)**

- Controlling passports and other related documents necessary for work permit and visa processing.
- Arranging Medical Checkup schedule and collecting and following up for medical reports.
- Digital Record maintenance in company server.
- To resolve security issues of employees with Qatar Security.
- Preparing documents for the issuance of Residence and Work permits and processing Re-entry and Exit visas for the employees.
- Translation of project related documents in Arabic and English .

### **AREA OF INTEREST**

- Since I have always been from Arabic background, so my particular interest lies in Arabic related works and environment where I could enhance my inner abilities and skill proficiency.

### **LANGUAGE KNOWN**

<b>ENGLISH:</b>	Reading, Writing & speaking.
<b>ARABIC:</b>	Reading, Writing & Speaking.
<b>URDU:</b>	Mother Tongue.
<b>HINDI:</b>	Reading, Writing speaking

### **PERSONALITY TRAITS**

I am committed. I look forward to utilize any source favorable at my disposal to the maximum. I am duty bound and always trying my level best to offer yeomen service to the things entrusted to me.

### **PERSONAL DETAILS**

Name : **NASRUDDIN MUSALMAN**  
Father's Name : Zaifullah  
Date of Birth : 21/07/1984  
Nationality : Nepali  
Marital Status : Married

**Visa Status:** Work permit. Ready to change.

### **ACKNOWLEDGEMENT**

I hereby certify that all the information mentioned above is true to the best of my knowledge and belief.

Date: