



NAVAS KODAPARMBIL

PUBLIC RELATION OFFICER (PRO)

CONTACT

+974 50491871

navasnavu100@gmail.com

Doha - Qatar

PASSPORT DETAILS

Country Code : IND
Passport No : X8964007
Date Of Issue : 14/05/2023
Date Of Expiry : 13/05/2032

SKILLS

- Strategic planning and execution
- Media relations
- development
- Hukoomi Services
- MS office
- Excel , Word , Power Point
- MOI
- MOL
- MOPH

LANGUAGES

- Arabic
- English
- Hindi
- Malayalam
- Tamil



PROFILE

Results-oriented Public Relations Officer with a proven track record of developing and executing successful PR campaigns that drive media coverage and boost brand visibility. Skilled in building and maintaining strong relationships with key media outlets, resulting in increased positive press coverage and decreased negative mentions. Adept at crisis communications, social media strategy, and market positioning, with a commitment to proactive reputation management and achieving measurable results.



WORK EXPERIENCE

AL ETZA GENERAL SERVICES

2020 - PRESENT

Public Relation Officer (PRO , Mandoob)

- Developed and executed a crisis management strategy utilizing real-time social media monitoring and blockchain-verified communication channels, mitigating potential revenue loss of \$10M and maintaining 92% positive stakeholder sentiment during a product recall.

Al Haza Group

2018-2020

Sales Excitative

- Assisted customers in selecting products.
- Maintained store appearance and inventory.
- Provided customer service support.

Al Haza Group

2013-2018

Supervisor

- Supervise staff in a variety of departments and ensure that all tasks are completed in a timely and efficient manner
- Train and mentor new employees in company policies and procedures
- Conduct performance reviews and provide feedback to staff



EDUCATION

Plus Two

High Secondary School

Mobile Hardware & Software

Mobile Zone Thrissur - Kerala

Al Noor College

Arabic & English Typing

PROFESSIONAL EXPERIENCE (DOHA)

- Represent the company in various Government Offices like Ministry of Labor, Ministry of Interior, and Ministry of Foreign Affairs.
- To provide professional service related to legal issues for visas, residency, Civil ID and passports to all personnel under & to be under Company sponsorship.
- Submit the applications related to all types of visa including work visa, business visas, multiple visas, government visas, family etc...
- Assist new arrivals to obtain their residents visas with assistance in completion of governmental documentation.
- Obtain information and start with the various steps of application, compilation of documentation and submission to the authorities for new ID's, Residence Permit renewal, family RP renewal, change of profession, addition/deletion of children etc.
- Process all the transactions (issue, renewal and cancellations) for work visas, resident permit, QID, RP transfer to the new Passport, Health Card etc. in the Government system.
- Handle loss of QID cases and Profession change in the visas as and when required
- Responsible to complete residence formalities such as medical check-up, finger prints, medical insurance for all new employees of Company timely.
- Receipt of acknowledgement from Immigration Department on submission of relevant documents and fees.
- Renewal of various Licenses, Business Permits, Commercial Registration etc.
- Update & communicate all new laws or rules issued by Government and keep up to date with changes in legislation and current affairs.

PERSONAL DETAILS

QID NO	:	29435604703
Expiry Date	:	24/10/2025
Father's Name	:	SHAMSHUDHEEN
Sex	:	Male
Date Of Birth	:	24/02/1994
Marital Status	:	Married
Nationality	:	Indian

STRENGTHS

Success oriented with a positive attitude. Strong sense of responsibility. To serve the organization with outmost speed, quality and integrity. Team player with good inter personal skills. Creative, flexible and effective habits. Good communication skill Effective team management and problem solving skill Hard working and sincere Punctual

REFERENCE

NAVAS KODAPARAMBIL SHAMSHUDHEEN

Public Relation Officer

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