

CV



Personal information:

Name : Yagoob Mousa Mohammed Foudel
Date of birth : January 01, 1970
Nationality : Sudanese
Visa status : Residence Permit
Gender : Male
Marital status : Married
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Academic qualification:

1991 – 1994 : High school education in Sudan - Khartoum.
1995 – 2000 : Completed University Education and obtained B.Sc. (Honors) of Agriculture Science (Plant Protection) at the Sudan University of Science and Technology, Khartoum, Sudan on 13 October 2000.
2002 – 2003 : Plant Protection Inspector at Makki for Trading and Investment's, Sudan.
April 2005 : Basic computer course in (dos – windows – word – excel Internet) with very good grade at "AL-Quads Educational Center" Doha - Qatar.

Key Strength:

A highly experience as Public Relation Officer (PRO) in Doha since 2003 for more than 20 years. Has full knowledge of all work related with government relation departments such as Ministry of Commerce and Industry, Ministry of Municipality and Environment, Ministry of Public Health, Staff legal documents, Ministry of Administrative Development , Labor and Social Affairs , Ministry of Interior, Ministry of Transportation and Communications , Ministry of Foreign Affairs , Ministry of Justice, Ministry of Education and Higher Education , Ministry of Finance , General ax Authority & The General Authority of Customs ... etc.?

Work Experience:**G P S , Doha, Qatar**

Senior Government Relation Officer (PRO)

April 2021 until now.

Key Duties and Responsibilities:

- Administer Company-related documents such as Computer Card, Commercial Registration, Trading License, Municipality Registration, Industrial Security Registration, Vehicle registration & licensing, etc.
- Responsible to complete residence permit formalities such as medical checkup, fingerprints, medical insurance for all new employees of Company timely.
- Prepare and process applications related to work permits, employee visas etc. in social affairs office as well as prepare on-line applications of immigration in compliance with Qatar laws and regulations.
- Preparing visa application such as Business visa, Visa for family & Labor card for those sponsors by family.
- Keep records of employees for visas, passports, civil ID s, and other important documents.
Timely follow-up on residences renewal.
- Coordinate with Traffic department works, Municipality works, Chamber of commerce, Ministry of justice, Ministry of Interior, Ministry of foreign affairs, Ministry of environment, Embassies works, Airport Security and passport department works, General Directorate of Defense.
- Preparing papers such as visa and other legal matter about recruitment, Police clearance (Search and follow up Department works, clearing fingerprint Department works.
- Perform other tasks related.
- Be up to date with regards to any changes or amendments to the prevailing laws / rules / regulations, changes in forms / formats and other procedures and keep the Human Resources Department advised of such changes.

Middle East Business Solutions, Doha, Qatar

Senior Government Relation Officer (PRO)

February 2009 until March 2021.

Key Duties and Responsibilities:

- Administer Company-related documents such as Computer Card, Commercial Registration, Trading License, Municipality Registration, Industrial Security Registration, Vehicle registration & licensing, etc.
- Responsible to complete residence permit formalities such as medical checkup, fingerprints, medical insurance for all new employees of Company timely.
- Prepare and process applications related to work permits, employee visas etc. in social affairs office as well as prepare on-line applications of immigration in compliance with Qatar laws and regulations.
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- Be up to date with regards to any changes or amendments to the prevailing laws / rules / regulations, changes in forms / formats and other procedures and keep the Human Resources Department advised of such changes.

United Holding Company, Doha, Qatar

Government Relation Officer (PRO)

June 2006 until January 2009

- Work closely with HR and Administration teams to ensure the timely completion and execution of relevant government and administrative formalities.
- Manage the allocated petty cash expenditure through maintaining original receipts and through timely preparation of expense reports.

AL-Misnad Suns Trading & Contracting, Doha, Qatar

Government Relation Officer (PRO)

December 2004 to May 2006,

- Preparation of legal paperwork to establish the company CR, Municipality, Establishment company card ID & all required paper with some of different embassies in Qatar.
- Application of work visa and completion of paperwork for the mobilization from home country to Qatar.

AL-Kaukab Services Trading East, Doha, Qatar

Government Relation Officer (PRO) and Office Admin Services

November 2003 until November 2004

- Office administration and has good knowledge on Qatar labor law.
- Responsibility of handling task with all governments departments such as Commercial Registration, Municipalities, Fingerprint, Medical Commission, Immigrations, Traffic Department, and labor department.

Language:

- Arabic language is mother tongue, with excellent writing, reading and speaking skills.
- English language with excellent writing, reading and speaking skills.
- Good typing skill on both language

Other Skills:

- Driving skills, Driver's license valid light country since 2005.