



33603363



riyasaa03@gmail.com



Al Wakrah, Doha Qatar,
Qatar

ABOUT ME

Seeking a place in an organization where I can demonstrate my creative and qualitative abilities to perform the given task to the best satisfaction of my superiors.

EDUCATION

GCE AL
Ottamavadi Central
College, Ottamavadi - Sri
Lanka / Ottamavadi

SKILLS

Ms Office

Web Browsing

Mohamed Riyas Mohamed

PUBLIC RELATION OFFICER (PRO)/ MESSENGER

WORK EXPERIENCE

Public Relation Officer (PRO)/ Messenger

Najma Althahabiah Contracting / Al Rayyan / Feb 2014 - May 2021

Duties & Responsibilities

To support employees with visa applications, visa renewals, medical reports, passport expiries and transfer processes

- Process and renew labour contracts via Ministry of Labour for new and existing Employees ensuring all records for the company on the Labour system are up to date and within the quota

Process all applications for various visit visas for guests/clients

Save all labour contracts, passport and visa copies, photos on the HR network and employee files

- Custodian of HR petty cash for visa processes and labour related expenses - including preparation of petty cash statement and supporting documents for finance
- To process, distribute and manage the visa applications, visa renewals, medical reports, passport expiries and transfer processes of all visa and immigration applications
- Maintain all labour contracts, Emirates ID, passport with visa copies and photos on the HR network and employee files
- Process police permissions, NOC and other government required documents, MIC Pass for QAPCO
- Arrange attestation requisites from Government offices
- Maintain confidentiality and security of company and employee documents at all times
- Processing family visas and related documentation for employees on married status
- Processing labor/immigration related registrations (new, renewal and transfers)
- Point of Contact for all government authorities related to Labor and Immigration

PRO/Messenger

Ebaad Al Doha Contacting / Rayyan / Aug 2021 - Apr 2025

- Process and renew Labour Contracts via Ministry of Labour for new and existing Employees ensuring all records for the company on the Labour system are up to date and within the quota
- Collect and provide periodical updates from the government authorities on all Labour and Immigration rules to keep the HR department abreast of the changes in the rules and procedures
- Maintain the HR employee records by tracking employee labour contracts, visa and passport expiries and communicate the same to the employee to prepare timely renewals
- Custodian of HR petty cash for visa processes and labour related expenses - including preparation of petty cash statement and supporting documents for finance
- Deal with general enquires regarding PRO functions promptly and efficiently to enhance the level of department service
- Send employees a notification on documentation required prior to their visa expiring

LANGUAGES

Arabic

Hindi

English

Tamil

PERSONAL DETAILS

Date of birth

26 Feb 1993

Nationality

Sri Lanka

Marital status

Married

- Knowledge of processes and procedures (e.g., for visa processes and trade license renewals) related to government documentation and processes (e.g. for Ministry of Labour, Ministry of Immigration, Municipality, etc)
- Completing employees visa processes. This includes all paperwork, filing, cash flow and tracking for visas and medical by working closely with the Human Resources Coordinator and the First Aid Supervisor
- Chamber of commerce (Attestations renew membership certificate Chamber of Commerce, Add and delete of the authorized signatories, apply for Country of origin certificates, etc...)
- Police department (Inquire about the absence of cases registered on one of the employees, Complaints and follow-up, all the issues related to the company and its employees)
- Issue and renew gate passes and vehicles stickers or work permit and return the expired passes or stickers from any governmental and non-governmental entities