

CURRICULUM VITAE

KALIMULLAH MU

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Email: kalim8688@gmail.com



Personal Profile:

Professional **Public Relations Officer** with nearly **11 years of Experience** in fostering Positive relationship between organizations and authorities (Immigration Department Ministry of Immigration, Ministry of Labour, Customs, Municipality, Health & Medical Dept., Foreign Affairs, Ministry of Economy, Ministry of Transport etc. in Qatar with Good communication skill and confident presentation abilities and reports to executive management.

Personal Details:

Father's Name	: Ali Raja Mu
Date of Birth	: 24 th December 1984
Nationality	: Nepali
Religion	: Islam
Marital Status	: Married
Passport No	: 9298127
Qatar ID No	: 28452413703

Academic Qualification:

- Bachelor in Arabic & Islamic Studies (2006)

Professional Experience:

2021 to 2024	PRO / Typist – Al Soharab Trading & Contracting Co. (Doha, Qatar) (July 2021 to Until Date)
2018 to 2020	PRO / CUSTOMS CLERK - Apple shipping & Freight (Doha, Qatar) (March 2018 to December 2020)
2016 to 2017	PRO - Al Ahkam Trading Contracting & Services Co. (Doha, Qatar) (June 2016 to December 2017)
2008 to 2013	PRO - Hadico Trading & Contracting Co. (Doha, Qatar) (May. 2008 to October 2013)

Job Purpose:

To provide professional service related to legal issues for visas, residency and passports to all personnel under & to be under Company Sponsorship.

Major Duties & Responsibilities:

- Handling all governmental Documents related to Immigration, Ministry of Labour, Tawjeeh, Tasheel, Department of Economic Development, Chamber of Commerce, Municipalities, Ministry of Interior, Ministry of Foreign Affairs, Doha Qatar/Qatar Customs, Department of Transport etc.
- Responding to urgent & Emergency calls & emails to appropriate HR/Legal Dept., Immigration, Police, CID and Other Authorities.
- Handling Collection of cheques/hard cash and depositing in company's registered account as well as depositing payroll cheques.
- Renewal of Employment Visas, Labour Contract, Health Insurance, Trade License, Vehicles from Qatar Traffic Police.

Skills:

- Ability to handle multiple tasks efficiently, prioritize work and assignments effectively.
- Ability to work under pressure and Time management skills.
- Highly organized and self-directed.
- Knowledge of Qatar Labor Law.
- Excellent inter-personal skills and the ability to communicate clearly and effectively with varied parties.
- Excellent Arabic & English communication skills both oral and written.
- Good computer skills and proficiency in MS Office Applications.
- Commitment to employer with a high level of integrity & credibility.

Other's:

- Valid Qatar Driving License (Light) issue date: **19-02-2012**

Languages:

Moderate in the following languages (both written and spoken):

- English
- Arabic
- Nepali
- Hindi
- Urdu

References:

Shall be furnished on demand,

I, do hereby certify that above given particulars are accurate and complete to the best of my knowledge.

Thanking you,
Yours faithfully,

Kalimullah Mu

State Of Qatar
Residency Permit



دولة قطر
رخصة إقامة

ID.No: 28452413703 الرقم الشخصي:
D.O.B: 24/12/1984 تاريخ الميلاد:
Expiry: 16/07/2025 الصلاحية:
Nationality: NEPAL الجنسية:
Occupation: مندوب المهنة:
الإسم: كلیم الله مو



Name: KALIMULLAH MU

Passport Number: 09298127 رقم جواز السفر:
Passport Expiry: 15/11/2025 تاريخ انتهاء الجواز:
Serial No: 32028452413703 الرقم المسلسل:
Residency Type: عمل نوع الرخصة:
Employer: الشہراب للتجارة والمقاولات المستقدم:

مدير عام الإدارة العامة للجوازات
General Director of the General
Directorate of Passports

توقيع حامل البطاقة
Holder's signature



State of Qatar
Ministry of Interior
Traffic Department

دولة قطر
وزارة الداخلية
إدارة المرور



DRIVING LICENSE

رخصة سوق

28452413703

الرقم الشخصي



الاسم: كلیم الله مو

NAME KALIMULLAH MU

NAT. NEPAL

الجنسية: نيبال

DATE OF BIRTH 1984-12-24

تاريخ الميلاد

BLOOD GR.

فصيلة الدم

FIRST ISSUE 2012-02-19

ت. اول إصدار

VALIDITY 2027-08-16

ت. الإنتهاء

This license must be produced on demand to any police officer in uniform or on production of warrant card by police officer not in uniform
يجب إبراز هذه الرخصة لمن يطلبها من رجال الشرطة سواء كان بالزي الرسمي أو عند إبراز هويته في حالة كونه بالملابس المدنية

Authorized Vehicles	المركبات المصرح بقيادتها	Notes
EXCAVATOR حفار	MOTOR CYCLE دراجة نارية	نظارة طبية Glasses
CRANE كرين	CAR سيارة خفيفة	عدسات Lenses
LOADER شاول	BUS حافلة	أوتوماتيك Automatic
FORKLIFT رافعة شوكة	MED. TRUCK شاحنة متوسطة	إحتياجات خاصة Handicaps
OTHER أخرى	TRAILER قاطرة ومقطورة	إعالة سمعية hearing disability
		التبرع بالأعضاء Organ Donation

Licensing Authority

سلطة الترخيص



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