



MOHAMED ZAROOK MOHAMED SHAHEED

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Experienced and results-driven Public Relations Officer with a proven track record in managing communication strategies, media relations, and stakeholder engagement. Skilled in brand management, crisis communication, and event planning. Strong ability to build and maintain positive relationships with diverse stakeholders. Seeking to leverage my skills and experience to contribute to the success of an innovative and forward-thinking organization.

WORK EXPERIENCE

Personal Details

Name: MS. Mohamed Zarook
Marital Status: Married
Nationality: Sri Lankan
Date of Birth: June 4, 1981
Visa: Local Release with QID
Licenses: Yes Available

Skills & Expertise

Communication
Stakeholder Engagement
Planning
Analytical Skill
Digital Marketing
MS Office
Customer Service
Media Relations
Negotiation
Interpersonal
Resilience, Problem-Solving
Persistence

Languages

English – Good proficiency
Arabic – Good proficiency
Hindi – Good proficiency
Malayalam – Good Proficiency
Tamil – Native proficiency
Sinhala – Good Proficiency

DRIVER CUM MESSENGER – ADINA FOR TRADE AND SERVICES, DOHA, QATAR – 2023 TO UNTILL NOW

- Safely transport company personnel, documents, and parcels to various destinations on time.
- Deliver and collect documents, packages, and other items between offices, clients, and vendors.
- Plan and follow the most efficient routes using GPS and local knowledge to ensure timely deliveries.
- Maintain vehicle cleanliness, perform routine checks, and report any mechanical issues promptly.
- Handle sensitive and confidential documents with care and professionalism.
- Keep accurate records of trips, deliveries, fuel usage, and maintenance logs.

DEBT COLLECTOR – ALPHA FIRE SERVICE WLL, DOHA, QATAR – 2016 TO 2021

- Keep track of assigned accounts to identify outstanding debts.
- Plan course of action to recover outstanding payments.
- Locate and contact debtors to inquire of their payment status.
- Negotiate payoff deadlines or payment plans.
- Handle questions or complaints.
- Investigate and resolve discrepancies.
- Handling disputes and complaints from debtors regarding their debts, and working to resolve these issues amicably.

PRO ASSISTANT – BRAOVO EDUCATION CENTER, DOHA, QATAR – 2012 TO 2015

- Handling the employees’ visas in both immigration and labor office (new joiners, renewals, cancellation).
- Handling the license procedures in Economic Department (renewals, new issues, holding, and cancellation).
- Taking care of all the government establishments such as police station, post office, court, economic departments.
- Preparing weekly and monthly reports to be given to HR manager.

EDUCATION

- Diploma in Information Technology – Transmind Institute of Training & Development, Dehiwela, Sri Lanka
- Certificate in English – British College of Oxford Studies, Colombo, Sri Lanka
- Certificate in Computer Application Assistant – British College of Technology, Kalmunai, Sri Lanka
- GCE Advanced Level – Addalaichenai Central College (National School), Sri Lanka
- GCE Ordinary Level – Addalaichenai Central College (National School), Sri Lanka

I Do Hereby Certify That The Information Given Above Is True And Correct To The Best Of My Knowledge.

M.S.MOHAMED ZAROOK