

ALAA EZZAT

Public Relations Officer
(PRO)



PROFESSIONAL EXPERIENCE

Public Relations Officer (PRO) – Al Asr Al Zahbi Food Trading 2018 – Present

- Implemented and managed HR and administrative policies and procedures across the company
- Handled all staff-related visas, residence permits, work permits, and Qatar IDs.
- Coordinated with government authorities to obtain and renew commercial registrations and official licenses.
- Ensured timely submission and renewal of tenancy contracts, trade licenses, and municipality approvals.
- Maintained strong professional relationships with key government entities.
- Represented the company in labor, immigration, and municipality matters.
- Prepared accurate monthly payrolls, including overtime, deductions, annual leave, and end-of-service benefits.
- Developed and implemented employee performance appraisal systems linked to annual bonuses.
- Managed employee onboarding, orientation, and training programs.
- Monitored the expiry of company documents, employee residencies, and insurance.

PERSONAL DETAILS

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+97430609842 ☎

Qatar – Doha 📍

EDUCATION

Bachelor of Physical Education and Sports – Helwan University

SOFT SKILLS

Strong problem-solving and analytical skill
Excellent communication and teamwork abilities
Ability to simplify complex technical issues for non-technical users
High sense of responsibility and attention to detail
Fast learner with adaptability to new technologies

LANGUAGES

Arabic: Native

English: Good (Reading, Writing, Speaking)

PERSONAL DETAILS

* Nationality: Egyptian

* Date of Birth: February 7, 1983

* Visa Status: Valid Residence Permit – Doha, Qatar

* Driving License: Valid Qatari driving license