



ALI ASHRAF



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+97450629062



Doha, Qatar.

Driving license

EDUCATION

Intermediate I.Com
B.I.S.E. Faisalabad,
Pakistan, 2007

Matriculation: Science
B.I.S.E. Faisalabad,
Pakistan, 2005

CERTIFICATIOS

- **Internet & Email (Browsing).**
- **Office Management.**

LANGUAGES

Urdu/Hindi: Native

English: Advanced

Arabic: Basic

PROFESSIONAL SUMMARY

Seeking a responsible position which will provide innovative and challenging environment that utilize my education and professional skills for career advancement whilst offer an opportunity to make a significant contribution towards the organization goals & profits.

WORK HISTORY

Doha,
Qatar

AI NAZYSH FOR CONSULTING WALKHDMAT

Job Position: Public Relation Officer 2023 TO Continue.

- Dealt With All Govt Departments And Embassy for Visa purpose
- Commercial license Formation
- New and Renew and cancelation visa
- Typing All Related Govt Documents

United Arab
Emirates
(UAE) Dubai

APEX LIMOUSINE CHAUFFEUR & DELIVERY COMPANY

Job Position: Chauffeur Driver and Customer Services 2017-2020

Tasks:

Three Years' Experience in a Chauffeur Services Organization Which Provide Guided visits with in (UAE) To There Clint's

- Dealing With Clients
- Chauffeur Services
- Also Worked As A Delivery Driver
- Deliver All Parcels In Main Time

CUPLE ST LLC

Job Position: Public Relation Officer (pro) 2015-2017

Tasks:

Two Years' Experience in a Trading Base Organization Which Has Retail Chain Stores of Footwear in (UAE)

- Dealt With All Govt Departments
- Commercial License Formation
- New , Renewal And Cancelation Visa
- Performed Bank Related Tasks Like Depositing And Withdrawing Cheques And Cash
- Some Times Worked As Driver

United Arab
Emirates
(UAE) Dubai

EMIRATES MULTI SERVICES

Job position: Public Relation Officer (PRO)
2011-2015

Tasks:

- Four Years' Experience in Commercial Services
Provider Based Organization (Consultancy)
- Dealt With All Govt Departments
 - Commercial License Formation
 - New , Renewal And Cancelation
 - Typing All Govt Related Documents

Key Job Responsibilities

During my work as a **Public Relation Officer** with different organization I was engaged to perform the following major duties. Prepare and get clearance of documentations for 40 different companies in,

- Typing All GOVT Related Documents Like Visa Typing Cancelation Medical And Contracts
- Economic, chamber of commerce and municipality department for new business establishment and renewal of commercial trade license.
- Immigration for new and renewal of visas of 40 different companies.
- Employment Contract from Ministry of Labor.
- Maintain record of 40 different companies' documentation and their employees for renew their visas, labor contract, medical and health insurance, commercial trade license and certificate of chamber of commerce.

Skills

- Ability to easily acquire technical inputs and perform connected duties in a simple, understandable and creative manner
- Excellent initiative and co-ordination skills.
- Pleasant disposition and ability to build support and maintain interpersonal relationships.
- A flair for hard work.

PERSONAL INFORMATION

Father's Name: Muhammad Ashraf
Date of Birth: 12/04/1988
Religion: Islam
Nationality: Pakistani
Passport No: EC1843712
Visa Status: Employment Valid Visa Transferable
(Qid #28858611466) (With Noc)
Driving License: Holding a Qatar Light Vehicle Driving License