




MOHAMED ALMUSTAFA ALI ADAM

To secure a position as a Legal Document Clearance Representative (Mandoob) in Qatar, where I can utilize my knowledge of government procedures, legal documentation, and regulatory compliance to efficiently support company operations and ensure timely processing of official paperwork.

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 Madina khalifa Zone 34 St 825
building no : 5

Valid Qatari Driving License

EDUCATION

Bachelor's degree

University of Science &
Technology

Bussiness Adminstration

SKILLS

- Strong knowledge of Qatar government procedures
- Document submission & follow-up with authorities
- Compliance with legal and regulatory frameworks
- Filing & record management
- Problem solving & coordination
- Deadline-driven & detail-oriented

LANGUAGE

- Arabic
- English

EXPERIENCE

CASA BELLA HOSPITALITY – QATAR

2017 - 2019

Document Clearance Representative

- Handled labor permits, visa processes, and residency renewals
- Managed company documents with Immigration, Ministry of Labour, Baladiya, and other offices
- Ensured compliance with local regulations and deadlines
- Assisted in company-related legal transactions and documentation

MAKNOON CONTRACTING & TRADING – QATAR

2016 - 2019

Document Clearance Representative

- Processed legal paperwork and government documentation
- Managed submissions to ministries and governmental authorities
- Followed up on approvals, renewals, and official clearances
- Coordinated between company and government departments