SADRE SHEKH

PERSONAL PROFILE:



Email:
sadrshaikh@gmail.com

Mobile :**+974-66080417**

Career Objective:

To work in a creative and challenging environment where I could develop my skills, constantly learn and successfully deliver solutions to the problems and grow there by integrating both personal and organizational goals.

Permanent Address:

Ward No. 2, Village and P.O. Bairagiy, Dist. Mahottri, Nepal.

Personal Data:

Gender	:	Male
Date of Birth	:	17/04/1981
Marital Status:		Married
Religion	:	Islam
Nationality	:	Nepal

Languages Known:

- Arabic -- Fluent
- English Fluent
- Hindi – Fluent
- Urdu – Fluent
- Nepali-- Fluent

PRO(at MUJAWHARATY WATCHES AND JEWELLERY

Duties and Responsibilities:

Dealing with all sorts of immigration papers and documents.
Compiling and preparing the application files.
Responsible for all labour procedures, visa and emigration processing.
Good knowledge of Qatar labour low.
Processing of Ministry of Chamber of Commerce.
Processing of Ministry of Labour all attestation.
Handle companies registration and jobs related with government.
Handling searching follow up dept. CID.
All Immigration and Labour Dept application forms Arabic typing.
Typing English and Arabic letters for concerned departments.

Work experience (10 Years in Qatar)

- **PRO & HR assistant** at Infinity Trading and contracting w.l.l (Qatar) from 31st may 2013 till 31st Jan 2022(Qatar).
- **Translator** (Arabic into English at e-Procurement Technologies Limited) Ahmedabad Gujrat India.
- **Language Analyst** (Arabic) at CMC Limited Mumbai (a subsidiary of Tata Consultancy Services Limited (TCS Ltd). Mumbai India
- **Language Lead** at **Lion Bridge Technologies Limited** Mumbai India.
- **Translator** (English Urdu vice versa)at Khair-E-Ummat Trust, Mumbai, India.

Visa status:

Residence visa-Work visa (company sponsorship)

Hobbies: Reciting Glorious Qur'an, reading Books, Newspapers & Magazines.

Passport details:

PP NO:	08944168
PP issue Date:	29/06/2015
PP Exp Date:	28/06/2025
~~Place of is~~sue	Nepal

Job Fields

- **:** PRO(Mandoob),
- : Admin Executive
- : Secretary /HR Assistant
- : Teacher (Islamic subjects)
- : Typing Arabic
- : Imam & Muazzin.
- Translator Arabic to English & Urdu..

DRIVING LICNESE

Automatic Car Driving
License No:28152434866
License validity:12/12/2028

Academic Qualification

(1) Hifz Qura'n (complete memorization of Holy Quraan)
(2) Qirat (Tajweed) Reading of Holy Quran with its correct pronunciation.
(3) Graduation in Arabic in 2004
Institute: DarulUloom (Islamic University) Deoband, Saharanpur, U.P. (India)
(4) DELL (Two-year Diploma in English Language & Literature) in 2005-2006
Institute : MarkazulMa'arif Education & Research Centre (MMERC), Mumbai, India

Technical Qualification

Diploma in Computer Application 2006.
Packages Known: MS. Office (MS. Word, MS. Excel,(2010) Basic Photo Shop Corel Draw, Power Point), & In Page Urdu etc.
Institute: MarkazulMa'arif Education & Research Centre (MMERC) Mumbai

1. **Internet Knowledge:** Browsing Net, Research work, Composing, Receiving & sending e-mails etc.

- I, **Sadre Shkeh**, affirm that the contents of the resume, mentioned above, are true. I assure you for the best service (Insha Allah)