

# Curriculum Vitae

## Ballal Hossain

- 📍 Bahrain
- 📞 Mobile: +973-36102424
- ✉ Email: [theballalh@gmail.com](mailto:theballalh@gmail.com)
- 🇬🇧 Nationality: Bangladeshi
- CPR: Available



---

## Career Objective

Experienced **Document Clearance / PRO Officer** with over **14 years of professional experience in Bahrain**, seeking a responsible position where I can utilize my strong knowledge of government procedures, documentation, and clearance systems to support organizational growth efficiently and lawfully.

---

## Professional Summary

- 14+ years of hands-on experience in **Bahrain Document Clearance & PRO services**
- Strong working knowledge of **LMRA, NPRA, Sijilat, GOSI, SIO, MOI, MOL, MS Office**,
- Expert in visa processing, renewal, cancellation & employee documentation
- Proven ability to handle multiple company files independently
- Excellent follow-up skills with government offices

---

## Work Experience

### Salesman

**DESH LINK MOBILE ACCESSORIES AND TRADING W.L.L – Manama, Bahrain**

*23 Jan 2025 – Present*

- Handling direct sales, customer service, and daily sales operations
- Managing invoices, receipts, and basic sales documentation
- Coordinating with office/admin team for stock control and records

---

### Office Executive

**Welfare Community Organization Conversation – Manama, Bahrain**

*01 Jan 2020 – 31 Oct 2024*

- Managed office administration, correspondence, and record keeping
- Coordinated meetings, schedules, and official documentation
- Supported document clearance processes and government follow-ups

---

### Accountant

**Zahin Construction Company W.L.L – Manama, Bahrain**

*01 Jan 2017 – 31 Dec 2019*

- Handled basic accounting, invoicing, and financial records
  - Assisted with payroll coordination and expense tracking
  - Maintained accurate documentation and compliance files
-

## Salesman

### Al Hanadi Telephone Cabin Service – Manama, Bahrain

15 Mar 2012 – 20 Dec 2016

- Managed retail sales and customer relations
  - Prepared daily sales reports and inventory updates
  - Supported office documentation and cash handling
- 

## Core Skills & Expertise

- LMRA Work Permit Processing
  - Visa Application, Renewal & Cancellation
  - CPR Application & Updates (NPRA)
  - Sijilat Company Registration & CR Renewal
  - GOSI / SIO Registration & Updates
  - Employee Onboarding & Offboarding Documentation
  - Passport Submission & Follow-up
  - MOL & MOI Online Systems Handling
  - Office Administration & Record Keeping
  - Client & Government Liaison
  - MS Office And Adobe Photoshop
- 

## Education

- Higher Secondary Certificate (HSC)
  - Bangladesh
- 

## Language

- **Fluent in Bengali, good command of Hindi, English & Arabic (basic)**

## Personal Information

- Date of Birth: 01/01/1978
  - Marital Status: Married
  - Religion: Islam
  - Availability: Immediately
- 

## Declaration

I hereby declare that the above information is true and correct to the best of my knowledge and belief.

**Signature:**  
Ballal Hossain