

Ibrahim Tariq Rana

Doha, Qatar

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Personal Details:

Nationality: Pakistani.
Languages: English (Fluent), Arabic (Basic), Urdu/Hindi (Fluent)
Marital Status: Single.
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Driving License: Available & Valid.

Education and Qualifications:

School: SSC-II, Computer Science - 2012
Pakistan Education Centre, Doha-Qatar.

High School: HSSC-II, I-Commerce - 2014
Pak Shama School, Doha-Qatar.

Employment and Internship Experience:

June – August 2012 **Al Khaliji Bank (Doha-Qatar):**
Internship program in the **Corporate Department.**

October - December 2011 **Run The World National Youth Festival (Doha-Qatar):**
Worked as the director of **Accreditation Department.**

Duties:

1. All Registration Prior.
2. Communication.
3. Guest Services/Guest Relations.
4. Access Specifications For Everyone.
5. Responsible For Ticketing, Badges, Lanyards etc

Voluntary Work:

- **Doha Tribeca Film Festival (2009 - 2011)**
Volunteered in **Doha Tribeca Film Festival 2009** In the **GUEST RELATION** Department where I had to pick up all the Film Stars came from different countries to attend the festival.
Volunteered in **Doha Tribeca film Festival 2010** In the **GUEST SERVICES** Department at the Transportation Desk to Get transport for the guests of DTFF.
Volunteered in **Doha Tribeca Film Festival 2011** In the **INDUSTRY** Department at the Red Carpet to receive the guests.
- **The Youth Company (TYC)**
Member Of The Youth Company.
Volunteered at The Youth Company in the **QITCOM Qatar ICT Conference and Exhibition, 24-26 May 2011** at the Doha Exhibition Centre where I improved on my teamwork and communication skills.

Volunteered For **Queen Medical As Fiyer** Organized By The Youth Company.
Volunteered For **Somalia Charity** Organized By The Youth Company.

Attended & Completed the **You – Training** Offered By TYC.
Attended & Completed The **Specialized Training on Project/Event Management** By TYC.
Attended & Completed The “**CV Workshop**” Organized By TYC.
Attended & Completed “**How To Survive A Job Interview**” Workshop By TYC.

- **Mathaf, Arab Museum For Modern Art**
Member Of Mathaf.

Volunteered at Swalif : **Qatari Art Between Memory And Modernity.**

- **Run The World Festival(Doha-Qatar):-**
Model
Participated in Modeling Promoting Sports.

Achievements and Participations:

- Participated in Bidding Qatar 2022.
- Involved with ROTA's Ramadan Projects 2010 - 2011
- Participated in the United Nation Organization (UNO).
- Member of Doha Fellowship Youth group, which I have been attending for the past 2 years.
- Actively take part in various sports events like basketball, football, shot-put, discuss throw, table tennis, swimming, karate etc.

Personal Attributes:

- Good Communication, Administration, Co-ordination and Intra Personal Skills.
- Strong Organizational and Problem Solving Abilities.
- Conscientious and detail-oriented with special emphasis on dependability, integrity, efficiency and Always willing and ready to learn new things professionalism.
- Constantly acquainting with newest skill set in related fields.
- Quick to learn with a high sense of responsibility.

Computer Proficiency:

- **Operating systems**
XP 2002 Professional, Windows Series, Mac book, Desktop/laptop.
- **Desktop Publishing & Office Applications**
Microsoft Office 2003 - 2007: Word, Excel, PowerPoint.
- **Graphics Applications**
HTML, Corel Draw 11, Microsoft Photo editor, Adobe Photoshop CS5.
- **Internet**
Web-Browsing, E-mail, E-Fax, Internet-Telephone, MSN Explorer, Outlook Express, & VOIP.
- **Typing**
30 WPM

Interests and Hobbies:

Socializing, Learning new things, Volunteering, Participating In Different Activities, Event/Project Organizing, Sports, Modeling, Music, Dancing, Internet Surfing.