



# GANESH PRASAD LAMICHHANE

 [nepaliganesh@gmail.com](mailto:nepaliganesh@gmail.com)

 <https://ganeshl.com.np>

 [+971 565673055](tel:+971565673055)

 Discovery Garden, Dubai UAE

 Valid up to **09/05/2025**(Own Visa)

---

Seeking a **Public Relations Officer/HR Assistants/ Camp In charge** position in a well-established firm to use my education and experience in a way that benefits the company.

## Personal Strange

No Alcohol, No Smoke, Discipline, Teamwork, Strong Leadership, Multitask, Flexible Vegetarian

## EMPLOYMENT PROFILE

**Group of Chinese company Admin/ PRO** **2022 – Present**

**Job Handled:** Group of Chinese company **Client :** Chinese Company  
RAK Immigration, RAK Chambers, Deed, Tasheel, MOHRE, Dewa, and Dubai chamber.

### Job Role:

- Collect and provide periodical updates from the government authorities on all Labor and Immigration rules to HR Dept
- Renew, update & maintain the company trade licenses and other government bodies related documents.
- Proactively manage Issuance & Renewal of Employment visas along with labor permits health cards.
- Maintain database in form of soft copy for all the employees of their passports and visas, to inform them prior to their visa expiration.
- Follow-up for renewal of company's vehicles registration.
- Ensure smooth cancellation and exit process of an existing employee as per UAE Law

- Assisting company in additional work-related tasks if required. Like collect distribute Invoice collect cheque and deposit to bank.
- Submit bank related document to banks.
- Maintain & submit detailed monthly expenses report to finance department in every week of the month
- Welcome new employee, vehicle transport management office stationery arrangement etc.

## **Camp In charge (Camp Boss)**

**2020 - 2022**

**Job Handled:** Elite Middle East

### **Job Role:**

- Maintain of staff & worker camp 3000 people capacity
- I maintained catering at kitchen department, Housekeeping, Labor camp, staff and camp, office.
- I also maintained the daily man days of the employees who are having Breakfast, Lunch and Dinner.
- Providing a monthly report to the Management highlighting the total Check-Inn's & Check -Out's in the Camp.
- Endorsing also the Monthly Man days to the management.
- Providing accommodation to the employees who are arrival from vacation, mobilization and demobilization of the employees.
- Resolving issues of the employees residing in the camp.
- Checking daily Sewage Water, L.P. G. Gas tank etc.
- I maintained sweet water & raw water in the camp
- I maintained VIPs rooms, Seniors rooms, Juniors rooms, labor rooms, Nationality wise, such as Indian, Pakistani, Nepali, Srilankan, Bangladesi, Syrian, Egypt, Philipine, Vietnami, Etc.
- Take care of transportation.
- Take care of safety and Medical
- Managed preventative maintenance of electrical, mechanical, air conditioning & plumbing ensured Procedures and schedules were complaint with regulations.
- Manage vendor relationship for the supply of certified portable water, sewage and clearance etc.
- Monitor facilities, utilities management, & electricity consumption and prepare monthly budget report.
- Ensure health, safety, environmental and security.
- Coordinate emergency response activities.
- Maintain camp administration work.
- Manage kitchen & mess hall.

- Maintain camp related HSE matter.
- Maintain camp pest control.
- Maintain camp security matter.
- Maintain housekeeping & maintenance.
- Ensure laundry washing standard and its prompt delivery.
- Arrange medical & first aid facilities for camp residence.
- Daily & monthly report prepares.
- Filing all related document.
- Maintain LPG tank, diesel tank, generator & electrical substation.
- Arrange transportation for the camp & site.
- Manage all incoming and outgoing business in the camp.
- Maintain camp rules and regulations ensuring compliance with company policies and procedures.
- Monitoring camp transportation for the staff members to city, hospital and airport.
- Accident & incident report preparing.
- Carry out inspection of accommodations, rooms, janitorial services, cleaning standards, housekeeping standards, food storage areas, dining halls and kitchen
- Conduct random inspection and ensure alertness by camp security services.
- Display of transport schedule, camp / accommodation policy, management circular on health and safety poster, medical bulletins and food menu.
- Managing & coordinating the packed meal / food to the site members as required.
- As a camp total recording keeping and controlling entire the work.

## **Public Relation Officer (PRO)**

**2016 - 2020**

### **Job Handled: Concept Flexible Packaging LLC**

RAK Immigration, RAK Chambers, Deed, Tasheel, MOHRE, Dewa, and Dubai chamber. Dubai, Sharjah and RAK

### **Job Role:**

- Collect and provide periodical updates from the government authorities on all Labor and Immigration rules to HR Dept
- Renew, update & maintain the company trade licenses and other government bodies related documents.
- Proactively manage Issuance & Renewal of Employment visas along with labor permits health cards.
- Maintain database in form of soft copy for all the employees of their passports and visas, to inform them prior to their visa expiration.
- Follow-up for renewal of company's vehicles registration.

- Ensure smooth cancellation and exit process of an existing employee as per UAE Law
- Assisting company in additional work-related tasks if required. Like collect distribute Invoice collect cheque and deposit to bank.
- Submit bank related document to banks.
- Maintain & submit detailed monthly expenses report to finance department in every week of the month

## **Document Controller/PRO.**

**2012 – 2016**

**Job Handled:** G4s Qatar **Client :** G4S Qatar

Telecommunication Management, Fleet Management, water and Electricity bill control and analysis, Document filing, Bank tender bond and guarantees, Petty cash.

### **Job Role:**

- Ensure to proper verification of petty cash bills of the following branches (6) & department before forwarding for the final payment Process.
- Checking vehicle related invoice, villa maintenance supplier invoice.
- Preparing letter for new telephone connection of telecommunication as per approval of Division Head/Director.
- Dealing with the telecommunication account manager for new updates or adjustment for payment if any. Handled over (600+) connection including GSM Landline PRI, ADSL, FIBER, VTS (vehicle tracking system).
- Follow up and update for new promotion for telephone service if any benefit for company.
- Downloading the telephone bills and analyzes to segregate the personal calls of individuals to make sure to paid off the amount by deduction in their salary as salary advance or cash to company Account.
- Ensure to timely payment of monthly telephone bills to avoid any disconnection.
- Keeping record of total vehicle's details and updating for changes division wise as per fleet requirement.
- Once received vehicle invoice from supplier make sure to tally with g4s flee before process for payment.
- Bank transfer, bank guarantee, telex transfers submit to bank and other bank related official document collection.
- Keeping proper record of Water and Electricity checking consumption and forward to account department for payment.
- Keeping meter reading data every month.
- Analysis for fuel consumption of Company all vehicles and check with Fleet the process for the payment.

- JV (Journal Voucher proper maintaining and proper filing)
- Ensure to make sure a proper verification of usage of Company corporate credit card bills before forward for payment.
- Ensure a proper verification of PRO Visa renewal, New Visa, Entry Visa, Exit Permit, Health Card, and Contact details before transfer the amount to bank for payment.
- Ensure to leave due and check ticket purchase details with ticketing offer and forward for payment.

## **Administrator & IT Desktop support.**

**2008-2012**

**Projects Handled:** Qatar Petroleum *Qatar Gas, Ras Gas* **Client:** G4S Qatar

### **Job Role:**

- Ensuring to provide & preparing QP Gate pass to the all G4S employees who working inside Ras Laffan Industrial Area RLIC). With computerize scan copy of RP, Passport & photo to submit for Gate pass.
- Coordinating with the PRO and head office for the require document for RLIC Gate passes such as visa validity & passport copy papering documentation and time schedule for induction training.
- Keeping proper records of the Gate Pass follow-up invoice keeping record of guards. Leave management, daily timesheet and forward to head office for wages.
- Collection of the Gate Passes from RLIC Gate pass department and ensuring proper distribution to the concerning employees.
- IT Support in case of any problem occurred in computer system in G4S branch office Al-Khor.
- Keeping record of the all-technical record of the provided computers and other machines.
- Maintenance of the branch computer as per company policy user control and user support like networking, assembling, setup new pc etc..

## **Administration Doha Qatar**

**2006 - 2008**

**Projects Handled:** *Pearl Qatar construction site office,* **Client:** Pearl Qatar

### **Job Role:**

- Employee record, daily attendances of site worker, papering gate pass, safety awareness training and certificate Pearl Qatar.
- Arranging different type of passes daily Pass, temporary Pass, and permanent pass, camera permit, Laptop permit vehicle permit.
- Submitting monthly report to head office, leave management, store management uniform and PPE.

- Maintain the record of visa, medical and other documents as per Qatar government policy.
- Submitting daily summary of all reports to the client and one copy to our company.

## **Nepal Army Kathmandu Nepal**

**2001 - 2005**

A Nepali Army person is tasked with defending national security, participating in internal security operations, and contributing to international peacekeeping missions. They undergo regular training, maintain military discipline, and engage in community development projects. Additionally, personnel may have specialized roles such as intelligence, logistics, and medical services, ensuring readiness for diverse operational scenarios.

### **IT SKILLS:**

- Computer fundamental.
- Computer basic course.
- Diploma in Computer Application (DCA), from HALMARK, Kathmandu.
- Computer Advance course Halmark. Kathmandu.
- Windows OS
- System configuration IT administration tools and user control policy, Networking.
- Microsoft Office advance Package (All versions Word, Excel, PowerPoint, Outlook, etc).
- Adobe Photoshop & PageMaker.
- Computer assembling and formatting.
- Troubleshooting, networking, email server, backup and restore.
- WordPress, web designing.
- SEO
- Digital marketing
- Ecommerce platform
- Bio-Matrix fingerprint attendance system
- Mobile application

### **QULIFICATION:**

- School Leaving Certificate (SLC) passed 2004 Nepal.
- (10+2) (I Com) Commerce 2005 Tribhubhan University.
- (10+2) (IL) Intermediate Law 2019 Tribhubhan University.

### **TRAININGS ATTENDED NEPAL DURING NEPAL ARMY**

- Pre Commando training three month.
- Jungle ware fare training.

- Map reading.
- Radio communication training.
- CCTV: (Close Circuit Television) control room knowledge and operating system.
- Telephone communication control room.
- Weapon training. (Nepal Army equipment)

## TRAININGS ATTENDED QATAR DURING G4S QATAR

- G4S security basic training
- Radio communication training security system.
- Access control system
- Fire fighting **Total Safety Qatar.**
- Industrial security and safety knowledge
- Construction safety training CTJV-QCS Ras Laffan industrial city.
- CCTV: (Close Circuit Television) control room and operating system.
- IIF (Incident and Injury-Free) training.
- Heavy vehicle escorting training Qatar Petroleum Ras Laffan.
- Industrial Security Ras Laffan Industrial City (RLIC)
- GCS Guard Patrol Security Patrol System (G4S Qatar)

## LANGUAGE KNOWN

- ENGLISH : Read / Write / Speak
- HINDI : Read / Write / Speak
- NEPALI : Read / Write / Speak
- ARABIC : Speak

## DRIVING LICENSE

- NEPAL : Expire on 02-03-2028(No.01-06-00420918)
- QATAR : Expire on 14-04-2023(N0. 28352411960)
- UAE : Expire on 15-08-2026(No. 182641)

## PERSONAL DETAILS

Date of Birth : 31<sup>st</sup> March, 1983  
 Gender : Male  
 Marital Status : Married (2-Kids)  
 Nationality : Nepalese  
 Passport No. : BA0000123  
 Passport Expire : 22-04-2032  
 Present Employee : (Group of Chinese Company DMCC, Dubai)  
 Permanent Address : Ambhajayang -7 Makwanpur, Bagmati Nepal  
 Temporary Address : Piple -5 Hetauda, Makwanpur, Bagmati,Nepal.