

AMINUL HOQUE



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Dubai, United Arab Emirates



PROFESSIONAL SUMMARY

Knowledgeable and dedicated customer service professional with extensive experience in administrative industry. Solid team player with outgoing, positive demeanor and proven skills in establishing rapport with clients. Motivated to maintain customer satisfaction and contribute to company success. Specialize in quality, speed and process optimization. Articulate, energetic and results-oriented with exemplary passion for developing relationships, cultivating partnerships and growing businesses.

PROFESSIONAL EXPERIENCE

Administrator & Public Relation Officer

MOZIBUL HAQUE DOCS & CLEARING SERVICES DUBAI, UAE

April 20, 2024 – Present

- Provide professional and courteous service to clients seeking visa and document processing services.
- Advanced in Ministry of Human Resources(MOHRE) related all kinds of works.
- Advanced in Amer services related all kinds of works.
- Advanced in DED & SEDD License formation, Dubai Municipality and Ejari
- Advanced in Emirates ID and Medical Application
- Overseeing the preparation, submission, and tracking of various documents, including visa applications, labor contracts, and legal paperwork.
- Advanced in MOFA & all kinds of Insurance Application
- Advanced in filing EMARATAX, Data Entry, Lead generation services.
- Advanced in preparing all kinds of Travel and Tourism documentation
- proficient in a wide range of processing of visas GDRFA (A to Z visa processing – Sponsor, Visit/tourist, family and Employment visa)
- Makes sure all business and trade Licenses are updated, and follow-up official approvals and permits, to prevent unnecessary violations.
- Maintaining accurate and up-to-date records of employee and client information, visa statuses, and document expiry dates using relevant software and systems.
- Great organizational skills excellent computer skills and IT knowledge of all Government official smart apps, e-dirham, e-Government applications, and other Electronic Funds Transfer.

Public Relation Officer & Photographer

MOHD ABDUL HOQUE STUDIO Sharjah, UAE

Mar 2022 – April 2024

- Maintained high standards for customer services and quality assurance including approaching.
- Advanced in Govt. applications such as Amer Services, (Tas-heel, MOI, MOHRE, ICP, MOFA, GDRFA) EHS, DHA, SEDD and DED License formation.
- Knowledgeable of accounting procedures including accounts payable, receivable, deposits and all other confidential record.
- Advanced in Photograph of studio portrait, Sports, weddings, modeling, school portrait, graduations and special events using DSLR.
- Advanced in Image editing and retouch images and restore photos using Adobe Photoshop & Lightroom
- Advanced in video editing via Adobe Premiere Pro, After Effects, VN and other application.
- Facilitated cross-departmental collaboration, resulting in increased efficiency and timely project completion.
- Supported customer questions and issues by gathering data, analyzing needs, evaluating possible resolutions and implementing best solutions.

EDUCATION

Bachelor of Business Administration (2nd & 3rd Year) Retailing

Jaipur National University | Collaborated By BIMS College
09/2019 – 09/2022 Fujairah, UAE

Bachelor of Business Administration (1st Year)

Lincoln University College | Collaborated By BIMS College
09/2017 – 06/2018 Fujairah, UAE

Foundation in Business and Computing

Lincoln University College | Collaborated By BIMS College
09/2016 – 06/2017 Fujairah, UAE

O'Level IGCSE

Our Own English High School Fujairah, UAE
09/2014 – 06/2016

SKILLS

- Professional Photography
- Adobe Photoshop (advanced)
- Adobe Premier Pro (intermediate)
- Adobe Illustrator (intermediate)
- Adobe Light Room (advanced)
- Average Knowledge in Computing & online researches
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Quickbooks, Odoo, SageX3 (intermediate)
- Critical thinking and decision-making skills
- Methodical and analytical approach to all tasks
- Creative, passionate and enthusiastic to work and collaborate
- Excellent interpersonal communication skills
- Customer Relationship Management (CRM)

- Prepare all kinds documentations for Visit Visa and Tourism purpose all over the world.
- Create professional Resume, CV, NOC, Prepare EMARATax files, Data entry & Lead generation.

Sales In-Charge & Managing

MOHD ABDUL HOQUE PERFUMES & COSMETICS TR. Sharjah, UAE

Mar 2018 - Jan 2022

- Delivered exceptional customer service, resulting in a high percentage of repeat business and client referrals.
- Maintaining outstanding store condition and visual merchandising standards.
- Maintaining and developing a good relationship with customers through personal contact or via telephone etc.
- Accurately manage high amounts of cash flow.
- Actively seeking out new sales opportunities through cold calling, networking and social media.
- Maintaining a fully-stocked store & Purchasing.
- Gain market and competitor knowledge to plan sales strategy
- E-commerce & online customer supports.
- Handling customers returns & complaints.
- Generated invoices upon receipt of billing information and tracked collection progress.
- Managing all kinds of Public Relations tasks.
- Sales & Marketing in Indoor and Outdoor.
- Researched sales opportunities and possible leads to exceed sales goals and increase profits.

Public Relations Officer & Managing

AL BUSHARA TAILORING & EMB. Sharjah, UAE

03/2019 - 06/2021

REFERENCES

Shahadath Hossain,

Manager of MOHD ABDUL HOQUE STUDIO & MOHD ABDUL HOQUE PERFUMES TR.,

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PERSONAL INFORMATION

- Date of Birth: 01/02/1998
- Nationality: Bangladeshi
- Visa Status: Residential
- Place of Issue: Sharjah

CERTIFICATIONS

- UAE Light Vehicle Driving License (manual)
- Date of Issue: 07 Jan 2018
- Date of Expiry: 07 May 2029
- Place of Issue: Sharjah
- Black Point: Nil

LANGUAGES

- Excellent spoken and written English
- Excellent spoken and written Bengali
- Excellent spoken Hindi and Urdu
- Good spoken and written Arabic

