







# AMINUL HOQUE



## Personal Information

-  Jan 02, 1998
-  Bangladeshi
-  Sharjah, United Arab Emirates
-  UAE Light Vehicle Driving License (Manual) Since Jan 2018

## Contact Information

-  +971 50 100 7626
-  aminul0141@gmail.com
-  <https://www.linkedin.com/in/aminul068>

## Education

- Sep 2019 – Sep 2022
  - **BBA (Bachelor in Business Administration 2<sup>nd</sup> & 3<sup>rd</sup> Year) Retailing**
  - *Jaipur National University, Jaipur, Rajasthan, India*
  - *(Collaborated by BIMS College, Fujairah, UAE)*
- Sep 2017 – Jun 2018
  - **BBA (Bachelor in Business Administration 1<sup>st</sup> Year)**
  - *Lincoln University College, Malaysia.*
  - *(Collaborated by BIMS College, Fujairah UAE)*
- Sep 2016 – Jun 2017
  - **Foundation in Business and Computing**
  - *Lincoln University College, Malaysia.*
  - *(Collaborated by BIMS College, Fujairah UAE)*
- Sep 2014 - Jun 2016
  - **IGCSE O Levels**
  - *Our Own English High School, Fujairah, U.A.E.*

## Work Experience

Mar 2022 – Present

### Customer Services & Photographer

at **MOHD ABDUL HOQUE STUDIO**, Sharjah, U.A.E.

- Maintained high standards for customer service and quality assurance including approaching
- Guiding and solving queries of customer's
- Knowledgeable of accounting procedures including accounts payable, receivable, and deposits, credit card authorizations, account balance accrual and all other confidential record
- Photograph studio portrait, Sports, weddings, modeling, school portrait & graduations and special events using DSLR.
- Responsible for photographing, printing photos
- Provide customer services to clients regarding scheduling appointments and photo shoots.
- Order supplies and maintain inventory for office and photographic needs.
- Process photos, edit and retouch images and restore photos using Adobe Photo programs.

- Research new technologies and creative innovations to improve skill and departmental processes.
- E-commerce & online customer supports
- PRO works (intermediate)
- Operated computer software systems for purposes of data entry, written communication, lead generation & all kinds of documentation

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Mar 2018 – Jan 2022

### **Sales Demonstrator & In-Charge**

at **MOHD ABDUL HOQUE PERFUMES TR.** Sharjah, UAE

- Ensuring a high level of customer satisfaction through excellent sales service.
- Maintaining outstanding store condition and visual merchandising standards.
- Accurately manage high amounts of cash flow
- Maintaining a fully-stocked store.
- Ascertaining customers' needs and wants.
- Handling customers returns, complaints and online orders.
- Assisting fellow associates in various departments
- Recommending and displaying items that match customer needs.

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Mar 2019- Jun 2021

### **Investor (Sales Executive & Managing Director)**

at **AL BUSHARA TAILORING & EMB. SHOP** Sharjah, UAE

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### Software skills

- Adobe Photoshop (average)
- Adobe Premier Pro (intermediate)
- Adobe Illustrator (intermediate)
- Adobe Light Room (average)
- Average Knowledge in Computing & online researches
- Microsoft Office Suite (Word, Excel, PowerPoint)
- Social Media Marketing & Content Creation

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### Languages

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

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### Personal skills

- 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

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### Reference

**Shahadath Hossain**

Manager of

**MOHD ABDUL HOQUE STUDIO  
& MOHD ABDUL HOQUE PERFUMES TR.**

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