AINUL ISLAM

Document Controller

📍 Sharjah, U.A.E ✉ Aimctgbd@gmail.com 📞 +971 52 284 9291 🌐 ainulislam.info

🔗 linkedin.com/in/aimzworld007

👤 CAREER OBJECTIVE

Document Controller and administrative professional with **4 years** of experience in the UAE, specializing in ICP, MOHRE, and DED government applications. Skilled in document control, compliance, visa processing, and customer service.

💼 PROFESSIONAL EXPERIENCE

PRO & Document Controller `Current`

Habat Al Rimal Typing, Sharjah

May 2025 – Present

- Managed UAE government applications (ICP, MOHRE, DED, Tas-heel, Emirates ID)
- Handled documentation workflows, visa processing, and direct customer service
- Provided support in IATA-approved flight ticket booking systems

Filing Clerk

Al Mutawakkil Typing Services, Abu Dhabi

Jul 2021 – Feb 2023

- Organized and maintained physical and electronic filing systems
- Managed document retrieval and distribution for internal departments
- Processed legal documents and government forms with accuracy
- Implemented document scanning and digital archiving procedures
- Assisted customers with document preparation and submission
- Coordinated with government agencies for document verification

Administration Manager

Al Rashidya Gas Trading, Dubai

Jun 2023 – May 2025

- Managed all government relations and documentation for company licensing and permits
- Liaised with various UAE government departments (MOHRE, DED, Immigration, Labor)
- Processed employee visas, permits, and documentation requirements
- Handled company compliance matters and ensured regulatory adherence

IT Executive

Metrix Corporation, Chittagong

Jan 2016 – Dec 2018

- Developed news portal Ctgnewstoday (currently inactive)
- Created database software for hospitals/clinics and Chittagong Port
- Designed result publishing software for Chittagong Medical College
- Provided IT support and troubleshooting across multiple departments

🎓 EDUCATION

M.Sc. Geography & Environment

National University of Bangladesh
CGPA: 2.97/4.00

B.Sc. Geography & Environment

National University of Bangladesh
CGPA: 3.02/4.00 – 1st Class

1-Year ICT Diploma

Islami Bank Institute of Technology
Chittagong

✴ CERTIFICATIONS

MS Office & Excel Training

Muktopaath - Authorized Bangladesh Online Training
MC-R382468C3312268I150F
MC-S382468T583314B152T

Certificate of Completion: PHP Course

Sololearn • Issued Feb 2016
Credential ID: CT-S4NGPDRA

Certificate of Completion: HTML Course

Sololearn • Issued Feb 2016
Credential ID: CT-LWZGFQLU

⚙ SKILLS

⭐ Core Skills

`Document Control` `Public Relation` `UAE Government Portals` `Customer Service` `Compliance` `Visa Processing`

🖥 Technical Skills

`GitHub` `ARTIFICIAL INTELLIGENCE` `MS Office` `Excel` `WordPress` `HTML/CSS/PHP/MySQL` `Basic Python`