MD ISMAIL HOSSAIN

Public Relation Officer / Typist

Highly organized and detail-oriented PRO / Typist with hands-on experience in UAE typing center operations and government-related documentation processes. Skilled in handling visa applications, Emirates ID processing, labour and immigration procedures, trade license services, document typing, and online government portals including GDRFA, MOHRE, and ICP systems. Adept at preparing accurate Arabic and English documents, managing client records, and ensuring timely completion of administrative tasks while maintaining confidentiality and professionalism.

ismailpro.official@gmail.com | +971547210618 | Dubai, UAE

WORK EXPERIENCES

Public Relation Officer

Dubai, UAE

01/07/2025 – Till Now ***Al Satwa, Dubai, UAE***

Achievements

- Handling trade license applications, renewals, and government-related procedures.
- Processing visa applications, cancellations, work permits, and immigration services.
- Managing labour typing, insurance, labour fee payments, and MOHRE procedures.
- Processing Emirates ID applications, medical typing, and family visa services.
- Coordinating document attestation through MOFA and other government departments.
- Maintaining accurate digital and physical filing systems for client records.
- Following up applications through GDRFA, MOHRE, and ICP portals while ensuring professional customer service.

Senior Typist

Wadi Al Shahad Typing Services

20/07/2023 – 30/06/2025 ***Al Satwa, Dubai, UAE***

Achievements

- Trade License Processing
- Immigration visa typing, Cancellation, New entry work permit typing
- Labour Typing, Insurance payment, Labour Fees Payment
- Transfer data from paper formats into digital files or database systems & Physical and Classic Filing
- Good knowledge about complete package of visa processing.
- Emirates id typing and medical typing
- Driving license renewal, vehicle license renewal
- Certificate Attestation from Ministry of foreign affairs
- Family Visa Processing
- Filing all information for all customers.

Senior Typist

Nasser Al Najjar Typing and Photocopying

04/2021 – 06/2023 ***Al Satwa, Dubai, UAE***

Achievements

- Labour Typing, Insurance payment, Labour Fees Payment
- Good knowledge about complete package of visa processing.
- Emirates id typing and medical typing
- Driving license renewal, vehicle license renewal
- Certificate Attestation from Ministry of foreign affairs
- Transcribe documents from dictated tapes
- Edit completed work for grammar, spelling and punctuation
- Gather and organize typing material
- Dubai Police, Rta and other government System operating

Office Assistant

Perfect Multicare Limited

05/2018 - 02/2021 ***Cumilla, Bangladesh***

Achievements

- Setting up computers and other hardware devices.
- Typing exam question paper and exam routine for all students
- Filling all information of all students of a institution.
- Starting operations by entering computer commands.
- Monitoring error and stoppage messages.
- Correcting errors, loading paper, and adjusting equipment settings.
- Communicate effectively with team members and external contacts.
- Draft and proofread emails, memos, reports, and other documents.
- Monitor and maintain office equipment such as photocopiers and printers.
- Ensure adequate office supplies are available and order as needed.

EDUCATION

Bachelor of Social Science
Nizampur University Collage
2016 - 2019

Higher Secondary Certificate
Baroiyar Hat Collage
2013 - 2015

Secondary School Certificate
Mirza Bazar Islamia Dhakil Madrasha
2011 - 2013

PROFESSIONAL SKILLS

- Trade License Processing
- All kinds of Visa Processing
- Computer Operating System
- Immigration Visa processing full package
- Labour Processing & Filing & maintaining
- Medical Typing
- Emirates Id Typing
- Local passport and Emirates id Typing
- Physical & Classic Filling
- Dewa Bill System
- Dewa connection system
- Dubai police & Rta system
- Latest Information collection
- Customer Services
- Front Desk Handling
- License Renewal

STRENGTHS AND CORE SKILLS

- Independence.
- Professionalism.
- Organization.
- Time management.
- Interpersonal skills.
- Written communication.
- Verbal communication.
- Attention to detail.
- Communication.
- Problem solving.
- Working with others

PERSONAL DETAILS

Date of Birth: 20/01/1996
Religion: Islam
Visa Status: Employment Visa (Work Permit Issuable)
Nationality: Bangladeshi

LANGUAGES

English	:	Speaking, Reading & Writing	**Hindi**	:	Speaking
Arabic	:	Speaking (Basic), Reading & Writing	**Bangla**	:	Native Language

SOFTWARE SKILLS

Software	:	Microsoft Office (Word, Excel, PowerPoint), illustrator, Photoshop, Adobe Acrobat Professional.
Tech Skills	:	HTML, CSS, TailwindCss, Javascript, React, Wordpress
OS	:	Microsoft Windows