



# IQBAL HOSEN

Dubai, UAE P.O Box: 172201  
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## Objective

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Thrive for success in the management level in any challenging, dynamic, competitive environment and effectively utilize acquired education, creative talents and a commitment for loyalty, devotion and dutifulness to the organization where I might work in future want to become a best employee of my organisation

## Experience

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- The World-wide Advisors** 10-01-2024 - Present  
Designation : Senior Immigration Consultant /Clients' Relations' Officer
  1. Attending to leads inquiries using the CRM.
  2. Making follow-up correspondence to existing qualified applicants via emails, and phone calls.
  3. Handling clients' queries and transferring to the appropriate department.
  4. Actively involved in all internal communications through the migration process from application stage till the visa decision stage for every allotted client.
  5. Transferring leads information to the operations team and the legal unit for visa application processing.
  6. Offering information pertaining to immigration rules, running qualification checks on leads, coordinating documents submission, and handling other related migration affairs.
  7. Holding virtual meetings for the ready-to-onboard leads to give necessary client's support on migration programs.
  8. Engaging in marketing communications services for different migration program through video presentation for public broadcast.
- OOMMAA GLOBAL VISA & IMMIGRATION** 15-02-2023 - 05-1-2024  
Designation: Immigration Consultant/ Clients' Relations' Officer
  1. Handling outbound telemarketing and providing excellent client service.
  2. Coordinating with foreign national candidates and hiring managers to obtain visa, work permit, and residency status documents.
  3. Achieving excellent customer service by proactively responding to client queries and advising customers on their overseas immigration and visa needs.
  4. Assisting the HR department in recruitment by taking applicants' inquiries and calling qualified applicants for interviews.
  5. Completing work permits and visas for new hires, ensuring all required forms and documents are submitted.
  6. Managing and responding to inbound leads via telephone, social media, and email.
  7. Responding to inquiries using pre-set business templates Advice on the overseas options available, to enable the candidates & their families to make an educated choice the right decision.
  8. Giving clear and accurate information based on the current immigration & visa laws & policies.
  9. Providing a fair and neutral evaluation of a candidate's profile.
  10. Providing a personal global career strategy customized to their needs.
- A S Group** 27/08/2022 - 10/02/2023  
Designation : Business Development Executive
  1. Indoor Sales, Cold Calling And talking With HR or Any Concern person about Requirement.
  2. Making Daily sales prospective report and monthly sales report.
  3. Coordinate with New clients And Existing Clients.
  4. Achieve to monthly target and so on

5. Coordination with sales executives
6. Analyzing new marketing Situation
7. Finding new sales promotion methods.

- **Abul Khair group**

10/08/2021 - 31/07/2022

Designation: Marketing Officer

1. Managing and developing marketing campaigns.
2. Researching and analyzing data to identify and define audiences.
3. Conducting promotional activities.
4. Organizing and distributing financial and statistical information.
5. Overseeing campaigns on social media.
6. Evaluating the effectiveness of campaigns.
7. Reporting on trends and statistics across all digital media platforms.

- **Eastern bank limited**

01/02/2020 - 31/07/2021

Designation : Cash officer

Processing deposits, payments, and withdrawals.

Authorizing and evaluating overdrafts and loans, Handling other transaction, such as writing cashier checks or money orders, when necessary, Recommending and explaining banking service and products to clients based on their needs.

## Education

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- **National University of Dhaka** 2020  
Bachelor of economics
- **Chittagong University laboratory school and college** 2016  
HSC
- **Chittagong University laboratory school and college** 2014  
SSC

## Skills

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- Ms office, Ms excel, Ms Access, Ms PowerPoint
- Hotel management and Hospitality Course (Bangladesh Hotel Management & Tourism Training Institute)

## Interests

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- Reading Newspaper
- Playing cricket
- Internet browsing
- Music

## Languages

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- English ★★★★★ Hindi ★★★★★ Urdu ★★★★★ Bangla ★★★★★



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