

MD AMINUL ISLAM

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Dubai-UAE

Career objectives

To be a better skilled person and commitment worker in order to enhance my performance in challenging environment.

Personal attribute

- Excellent communication, organization and leadership skills.
- Excellent command in verbal and written English.
- Confident with cheerful disposition and flexibility.
- Flexible to working long hours.
- Reliable with friendly attitude towards work.
- Enthusiasm and dedication for the job.
- Seek for challenges and ability to deliver desired goals.
- Ability to work in a fast atmosphere with any nationality.

Personal Details

- Date of Birth - 15th Feb 1994
- Marital Status - Married
- Nationality - Bangladesh
- Languages - English & Hindi
- Passport No. - A07589004
- Visa status - Employment Visa

Education Qualifications

- **Higher Secondary** (12th Standard Humanities Department)
Dania College in Bangladesh

Certifications

- SIRA License (Dubai Police Academy)

Strength

- Hardworking, committed, determined and able to perform in stressful conditions.

Career experience

Organization: **Transguard Group LLC** (Dubai-UAE)

Designation: Security Guard cum Receptionist

Duration: October 2023 - up-to-date

Responsibility

- Greet and welcome visitors in a professional and friendly manner.
- Schedule and manage appointments, meetings, and conference room bookings.
- Handle customer complaints and escalate issues when necessary.
- Provide assistance to employees with administrative tasks as needed.
- Support HR or management in onboarding new employees.
- Operate office equipment like printers, scanners, and phone systems.
- Use scheduling and database software to manage appointments and records.

Organization: **Bangladesh NAVY** (Bangladesh)

Designation: Armed Forced Services

Duration: July 2013 - March 2023

Responsibilities

- Carried out deep duties under senior crew supervision.
- Maintain navigation safety duty to captain's instruction.
- Prepare life boats in ships before departure, verifying full functionality.
- Safety and security of maritime boundary from attack of enemy country.
- Raising awareness among the people.

Organization: **Fulkoli Restaurant** (Bangladesh)

Designation: Waiter

Duration: January 2010 - December 2012

Responsibilities

- Enhanced customer dining experience by providing top-notch service.
- Greeted customers presented menus, and shared information about available special items.
- Maintained excellent level of service in busy and demanding restaurant environment.
- Assisted kitchen staff with food prep, dishwashing and plating food.

Skills

- **Access Control** – Managing entry and exit points, checking IDs, and handling security clearances.
- **Emergency Response** – Knowing how to react to fires, medical emergencies, and security breaches.
- **Defensive Tactics** – Understanding self-defense and how to de-escalate physical threats.
- **Fire Safety Knowledge** – Understanding fire prevention measures and extinguisher use.
- **Decision-Making** – Making quick and sound judgments in stressful situations.
- **Attention to Detail** – Noticing unusual behavior, suspicious items, or security gaps.
- **Adaptability** – Reacting appropriately to changing security conditions.
- **Customer Service** – Assisting visitors, employees, or customers while maintaining security.

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