

# MOHAMMAD HOSSAIN

IT Specialist | Senior Design Manager | Administrative Manager | Graphic Design & Digital Marketing Specialist

Dubai, UAE | Phone: +971 54 465 4715 | Email: [hossainae3@gmail.com](mailto:hossainae3@gmail.com)

LinkedIn: [www.linkedin.com/in/hossainae/](http://www.linkedin.com/in/hossainae/) | Portfolio: [www.hossain.me](http://www.hossain.me)

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## PROFESSIONAL SUMMARY

UAE-based IT, design, administration, and digital marketing professional with 16+ years of experience across graphic design, office operations, IT support, web management, printing production, and client service. Skilled in leading design projects, managing administrative workflows, coordinating vendors, supporting business operations, and delivering print-ready and digital creative assets. Experienced in UAE office administration, government transactions, visa coordination, payroll support, licensing documentation, and client communication. Strong technical background in Adobe Creative Suite, Microsoft Office, Google Workspace, website support, domain hosting, SEO, and digital advertising.

## CORE COMPETENCIES

Graphic Design and Creative Direction | Brand Identity and Visual Communication | Print Production and Artwork Finalisation | Office Administration and Operations Management | Client Communication and Vendor Coordination | Project Management and Workflow Coordination | Digital Marketing and Social Media Management | IT Support and Technical Troubleshooting | Records Management and Documentation Control | Payroll, Invoicing, Accounts and Inventory Support | Government Transactions and Visa Processing | Team Coordination and Performance Monitoring | Quality Control and Brand Guideline Compliance | Process Improvement and Problem Solving

## TECHNICAL SKILLS

**Design and Creative Tools:** Adobe Photoshop, Adobe Illustrator, Adobe InDesign, Adobe Dreamweaver, CyberLink Creative Suite, CapCut, Typography, Infographic Design, Image Retouching, Print-Ready Artwork, UI/UX Layouts

**IT and Web Skills:** HTML, CSS, JavaScript, Basic PHP, WordPress Support, Domain Management, Web Hosting, cPanel, DNS Configuration, Website Migration, XAMPP, Remote Desktop Support

**Office and Administration Tools:** Microsoft Word, Excel, PowerPoint, Outlook, Microsoft Admin Center, Google Workspace, Google Business Profile, File Management, Database Management, Reporting

**Digital Marketing:** SEO, Google Ads, Meta Ads, TikTok Ads, Social Media Marketing, Content Scheduling, Campaign Reporting, E-commerce Support

**Technical Support:** Windows Troubleshooting, Hardware and Software Support, LAN/WLAN Networking, VPN Configuration, Device Firmware Updates, Cloud Computing Support

## PROFESSIONAL EXPERIENCE

### SENIOR DESIGN MANAGER (Freelance Projects)

*Print Plus Advertising Requisites Trading LLC | Dubai, UAE | October 2024 - Present*

- Lead creative design projects for branding, logos, banners, brochures, posters, advertisements, social media content, digital assets, and print materials.
- Prepare and optimise artwork for digital and print production, ensuring correct format, resolution, colour setup, layout quality, and brand consistency.
- Develop creative concepts, mockups, UI/UX layouts, and visual presentations based on client requirements and project briefs.
- Communicate with clients to understand design needs, present concepts, collect feedback, and deliver final artwork aligned with expectations.
- Review and refine design output to maintain quality standards, brand guideline compliance, and production readiness.
- Coordinate project timelines, design deliverables, resources, and workflow to support timely completion of client work.
- Operate and support print production using Xerox Versant 180 Press and Roland VersaUV LEF200 Printer, including AI-assisted personalised design solutions.

### ADMINISTRATIVE MANAGER

*Orient Wings Aircraft Parts and Accessories Manufacturing LLC | Dubai, UAE | August 2023 - June 2024*

- Managed daily office administration, internal procedures, documentation, records, databases, and office systems to support smooth business operations.
- Coordinated with management on office requirements, operational concerns, staffing needs, reports, budgets, and administrative priorities.
- Handled clerical accounting support, invoicing records, accounts payable documentation, inventory tracking, payroll coordination, and employee benefits records.
- Managed office supplies, vendor communication, purchase coordination, expense tracking, and stock availability.
- Maintained confidential company files, policies, procedures, and official documentation with proper organisation and security.
- Supported government transactions, employee visa processing, legal documentation, and company licence renewal procedures.

### GRAPHIC DESIGN CUM OFFICE ADMIN

*ABAM Businessmen Services | Dubai, UAE | December 2021 - June 2023*

- Managed graphic design and digital marketing tasks, including brand visuals, promotional materials, online content, and client design requirements.
- Supported brand development projects through creative design, marketing materials, and consistent visual identity across platforms.
- Delivered office administration support, including scheduling, meetings, documentation, invoicing, and coordination with internal teams.
- Maintained payroll, employee benefits, accounts payable, inventory, and invoicing records using office software.
- Built professional relationships with customers, vendors, and guests while supporting smooth daily office operations.

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## PROFESSIONAL EXPERIENCE CONTINUED

### EXECUTIVE OFFICER AND IT SPECIALIST

*Dynamic Solution | Sylhet, Bangladesh | November 2019 - October 2021*

- Designed, maintained, and updated responsive websites with focus on performance, user experience, security, and content accuracy.
- Managed domain registration, hosting, DNS configuration, cPanel support, website migration, and basic server-related tasks.
- Delivered IT support, troubleshooting, system configuration, software support, and technical assistance for clients and internal users.
- Created branding, advertising, digital campaign materials, and social media content aligned with client requirements.
- Supported SEO, social media management, digital marketing campaigns, performance tracking, data analysis, and reporting.

### SENIOR EXECUTIVE OFFICER

*ICE Distribution | Sylhet, Bangladesh | August 2016 - September 2019*

- Managed customer, vendor, local company, and multinational company communication to support business operations and service delivery.
- Coordinated stock management, financial transaction records, delivery tracking, and daily administrative activities.
- Supervised employees, supported payroll and benefits coordination, and ensured assigned operational tasks were completed.
- Monitored sales targets, retail satisfaction, customer concerns, and delivery follow-up to support business performance.

### EXECUTIVE OFFICER AND IT TRAINER

*Universal Institute of Information Technology | Sylhet, Bangladesh | November 2012 - December 2015*

- Coordinated IT department activities and delivered computer training sessions for students and staff.
- Prepared course materials, supported training budgets, arranged facilities, and coordinated faculty availability.
- Provided technical support, educational technology assistance, student assessments, and classroom management.
- Designed advertising materials and supported workshops, seminars, and training programmes.

### OFFICE EXECUTIVE AND COMPUTER INSTRUCTOR

*Unique Key Youth Institute | Sylhet, Bangladesh | November 2009 - October 2012*

- Delivered basic and advanced computer training, prepared lesson plans, and monitored student progress.
- Supervised computer lab activities, classroom sessions, workshops, and practical training assignments.
- Resolved technical issues, supported hardware maintenance, and ensured computer equipment remained functional.

## EDUCATION

**Bachelor of Social Science** | Undergraduate Studies

**Post Graduate Diploma in Computer Science & Engineering** | 2010 - 2013 | GPA: 4.85 / 5.00

**HSC Equivalent to A Level** | 2010

## CERTIFICATIONS & TRAINING

**Fundamentals of Digital Marketing** | Google | May 2022

**Google Ads Search Certification** | Google | March 2022

**Computer Office Application** | 2013 | GPA: 5.00 / 5.00

**International English Language Testing System** | IELTS 2025 | Band Score: 5.00 / 9.00

## LANGUAGES

English | Bengali | Hindi | Urdu | Basic Arabic

## VOLUNTEERING

UAE Volunteer License, Department of Community Development, Abu Dhabi | License No: VOL-2022-01-12987