Curriculum vitae Page.1

**First Name of Application CV No 1641042**

Whatsapp Mobile: +971504753686



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**OBJECTIVE:**

To pursue my career in a challenging and dynamic environment focused on promoting business growth by contributing effectively. Passionate to excel in administration field with hard work and perseverance.

**MAJOR STRENGTH:**

* Confident and Excellent communication skills.
* Professional approach and ability to meet deadline in effective way.
* Reliable and well organized with integrity.
* Work under pressure and quick learner of new method.
* Highly self motivation and dependable individual.

**EXPERIENCE:**

* **ACCOMMODATION SUPERVISOR.**

**Transguard Group LLC, Dubai.** (From Jan-2015 to date..)

**Job Description.**

* Maintaining Occupancy, Rooms allocation for incoming and outgoing staff and giving them induction about accommodation.
* Conducts regularly inspections to ensure proper cleaning/pest control and maintenance complaints are reported and liaise with concern department to rectify the issues.
* Records water and electricity consumption, and ensure timely removal of sewages.
* Passport control/Document control/proper filing and maintain all employees’ status.
* Safekeeping of the staff room keys and keeping record for incoming and outgoing, returnable and non returnable assets.
* Perform all duties and responsibilities in a timely and efficient manner according to the procedures to achieve overall objectives and report irregularities to my senior managers.
* To understand and strictly adhere to the Rules & Regulations established policy on Fire, Hygiene, and Health & Safety.
* To ensure that all potential and real hazards are reported and rectified immediately.
* Performs other tasks as assigned by management.
* **SECURITY OFFICER.**

**Armani Hotel Burj Khalifa Dubai.** (From Jan-2012 to Dec-2014)

**Job Description.**

* Greeting and welcoming the guest in the Armani Hotel Dubai with Professional approach and escorting the guests when need arises with room access.
* Follow company safety and security procedures to ensure a safe and secure environment.
* Protecting any type of loss or damage to the property unusual incident like fire, theft fights.
* Follow property specific procedures for handling emergency situations (e.g. evacuations, medical emergencies)

Curriculum vitae Page.2

* Report work related accidents, or other injuries immediately to manager/supervisor.
* Access control and Record all the contractors, visitors and maintaining record of all data keys.
* Monitoring all gate pass, for all coming and outgoing, returnable and non returnable assets.
* Operate X-Ray Technology, Explosives Recognition, Weapons Recognition and Body Search.
* Patrol all property by foot or vehicle using specified equipment (e.g. flash light, visible jacket)
* Complete incident reports to document all Security/Loss Prevention related incidents such as theft, accidents and fire alarms.

**ACADEMIC QUALIFICATION:**

2006 **Diploma in Commerce** (**D.Com**)

P.B.T.E Lahore. (TEVTA)

867/1400 1st Division.

2004 **SSC** (**Matriculation**)

B.I.S.E Abbottabad. (NWFP)

525/850 1st Division.

**COMPUTER SKILLS:**

* Microsoft Windows, Oracle, Outlook (e-mail).
* Microsoft Office 2007/2010/2013. Typing Speed above 40 words per min.
* Coral Draw11/13, Adobe Photoshop, Inpage2007.

**CERTIFICATE & ACHIEVEMENTS:**

* First Aider Certificate.
* Fire and Safety Certificate.
* Employee of the Month (Armani Hotel Dubai).
* Employee of the Month (P&L TransGuard Group).

**PERSONAL DATA:**

Date of Birth 04th April 1987.

Nationality Pakistani

Religion Islam

Martial Status Married

**LANGUAGE ABILITY:**

* English Fluent
* Urdu National Language
* Punjabi Mother Tongue

**HOBBIES:**

Playing Cricket. Reading Books. Travelling and Internet.

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