**IQBAL**

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**OBJECTIVE**

Seeking a challenging Security Guard position in a progressive organization with an aim to contribute positively towards the objective of the organization to the best of my capabilities and to develop my professional skills.

**TRAINING AND SEMINOR:**

* Passed Dubai police training **DPS (Department of protective system)** course. Under

**License no: 2015 0303 206343**

* Safety & security course, first aid course from First Security Group.

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**WORKING EXPERIENCE IN UNITED ARAB EMIRATES**

**IN UAE 5 YEAR WORK EXPERIENCE**

* Working in **AL-IKHLAS GUARD SERVICES** as Security Guard from May 2011.

During my work period I got opportunity to work for following companies.

1. **INNOVATIVE BUILDING SOLUTION (MAPEI) (**From Mar 2013 to Till Date)

**Responsibilities:**

* Creating a safe and comfortable working environment for employees and visitors.
* Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
* Answer Fire Alarms and investigate disturbances.
* Doing **Data Entry** work entering the data of all vehicles which are involved in material movement. Checking the weight of vehicle on arriving/departure on weighbridge.
* Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
* Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
* Circulate among visitors, patrons, and employees to preserve order and protect property.
* Answer telephone calls to take messages, answer questions, and provide information during non-business hours or when switchboard is closed.
* Patrol in warehouse to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
1. **WILHELMSEN SHIPS SERVICES** (From Aug 2012 to Mar 2013)
* **Responsibilities:**
* Creating a safe and comfortable working environment for employees and visitors.
* Monitor and authorize entrance and departure of employees, visitors, and other persons to guard against theft and maintain security of premises.
* Answer Fire Alarms and investigate disturbances.
* Write reports of daily activities and irregularities, such as equipment or property damage, theft, presence of unauthorized persons, or unusual occurrences.
* Call police or fire departments in cases of emergency, such as fire or presence of unauthorized persons.
* Circulate among visitors, patrons, and employees to preserve order and protect property.
* Answer telephone calls to take messages, answer questions, and provide information during non-business hours or when switchboard is closed.
* Patrol in warehouse to prevent and detect signs of intrusion and ensure security of doors, windows, and gates.
1. **CWT- SML LOGISTICS** (From Jan 2012 to July 2012)
* Responsibilities:
* Dealing with visitors in professional manner
* Maintain Record of Material Movement.
* Checking Vehicles which perform Material movement.
* Making sure that all the workers which are working in warehouse are wearing PPE.
* Keeping regular check on Fire Alarm System & other Safety equipments.
1. **SHEIKH HAMADAN CAMEL COMPOUND** (From Jun 2011 to Dec 2011)
* Responsibilities:
* Maintaining Log Books
* Dealing with visitors
* Checking Vehicles

Got opportunity to get Training on following locations:

* **Allied Food**
* **Open Yard E.O**
* **Design Division E.O**

IN PAKISTAN **3 YEAR WORK EXPERIENCE**

**DATA ENTRY OPERATOR**

* Perform general data entry using SAP, Microsoft Excel and Word.
* Input data into a variety of computer programs with pace and correctness
* Perform a wide variety of secretarial tasks in support of the business
* Answer phones and create notifications in the system
* Contact with internal and external

**COMPUTER OPERATOR**

Key responsibilities handled:

* - Responsible for all aspects of the day to day running of the filing, copying, report writing, and invoicing jobs.
* - Responsible to handle the telephone enquiries.
* - Make daily work plan of seniors with proper timing.
* - Provide general information to the customers.
* - Manage the daily incoming of the customers.
* - Manage the documents in proper way.
* - Handle all the other responsibilities related to the job
* Utilized scanner, copier, telephone, fax machine, and printer to perform tasks

**COMPUTER EXPERIENCE**

*MAJOR QUALIFICATIONS*

•Over 1 year’s data entry and administrative experience

• Typing Speed: 60 WPM

• Highly skilled in operating a variety of office machines and equipment such as computer, fax, scanner and copier

• In-depth knowledge of MS Office applications (Word, Outlook, PowerPoint and Excel)

* **Basic Computer & Internet Knowledge**

Word, Excel, PowerPoint, Outlook Express, Internet, Email, Typing (Urdu, English)

* **Data Base**

Oracl8i, Ms Access

* **Languages**

HTML, SQL

* **Interior Designing**

Photoshop, AutoCAD 2D, 3D (Architectural, Mechanical)

* **Graphic Designing**

Corel Draw, In page, Photoshop

* **Computer hardware**

Assembling & dissembling, Software installation, troubleshooting.

**EDUCATIONAL QUALIFICATION**

**SSC** (Science group) Federal Board Pakistan

**F.Sc** (Medical Group) RWP Board Pakistan

**EXTRA QUALIFICATIONS**

* English Spoken Language Course of three months.
* Shorthand English Course of six months
* Strong and flexible interpersonal skills.
* Computer literate – Proficient in Windows / MS office Applications (MS Word, MS Excel) Internet.
* Can handle multiple tasks efficiently.
* Possess good organizational skills and can work well independently.
* Disciplined, well organized, motivated and fast learner.
* Knowledge in Customer Services procedures, customer-oriented person and excel in customer relations

**PERSONAL INFORMATION:**

* + - * Date of Birth : 25 may 1988
			* Nationality : Pakistani
			* Gender : Male
			* Visa Status : Work Permit
			* Languages : English, Urdu, Hindi, Punjabi
			* Marital Status : Single

I hereby declare that the above mentioned information are true and correct to the best of my knowledge and ability.