# Curriculum Vitae

# RASHID

[Rashid.309364@2freemail.com](mailto:Rashid.309364@2freemail.com)

## OBJECTIVE

To obtain a position in a reputed and dynamic organization, which will enhance my initiative, motivation & analytical skills and to make full use of my experience. And to work for an organization which would also help me to climb the ladder of success in a competitive world ahead.

**EDUCATION**

* **BACHELOR OF LAWS**

**LLB**  ***(U.A.E embassy attested*)**

GENERAL LAW

Bahauddin Zakariya University Multan,Pakistan.

01-May-2003 12-April-2008. 49.30%

* **BACHELOR OF SCIENCE**

**B.Sc** **(*U.A.E embassy attested*)**

Life Sciences **BOTANY,ZOOLOGY,CHEMISTRY**.

Bahauddin Zakariya University Multan,Pakistan.

06-Jan-2000 09-Oct-2001. 49.75%

* **Higher Secondary School certificate**(Pre-medical)**Physics,Chemistry,Biology**.

B.I.S.E Dera Ghazi Khan,Pakistan. 48.63% 01- July-1997 05-Jan2000.

* **Secondary School Certificate** (Science) **Physics,Chemistry,Biology**.

B.I.S.E Dera Ghazi Khan,Pakistan. 73.64% 01- June-1995 30- June-1997.

**TECHNICAL EDUCATION**

International Award forsecurity personnel (City & Guilds of London institute awarded 17-March-2014) session attended in Dubai Police Academy.

***DPS License No***: **2014-0204- 90691** Expiry: **18-Mar-2017.**

**LISENCE**: Advocate High Court Punjab Bar Council H.C.R No.47164 since 13.05.2009.

**PROFESSIONAL EXPERIENCE**

* **World Security Organization as a Security Supervisor from 06-Mar-2014 to till present working in Al Tayer Group Dubai,U.A.E.**
* Control,monitor and supervise all security staff allocated to ensure assigned duties are carried out timely and effectively.
* To regularly train and instruct the security staff working under me on their duties and responsibilities.
* To carry out patrolling and manning of the assigned location during the duty hours to ensure safety and security of assigned premises.
* Respond to all emergencies in the assigned place of duty as trained and instructed by Management.
* Report all incidents,breach of security and suspicious activities to all concerned authorities promptly.
* Record and maintain all applicable documents incident reports,log books,lost and found….etc as mentioned in the policy and procedures to ensure record keeping.
* **Pakistan Police as a Sub Inspector selected through Punjab public service commission from 13-Sep-2001 To 22-Nov-2013.**
* Handling all clerical work upon absence of admin staff.
* Inspecting police station and personal case records.
* Preparing reports concerning efficiency and condition of force.
* Submitting reports to management for recommended action or change in rules.
* Transmitting orders from police chief to commanding officers with devices.
* Preparing monthly cases,reports and submitting it to the management.
* Handling phone calls as duty officer and disposing of complaints as per S.O.P.
* Taking attendance and staff schedule.
* Conducting patrolling in area of jurisdiction for prevention of crime and safety of life.
* **As an assistant pharmacist for two years in a Pharmacy store.**

**ACHIEVEMENTS**

Certificate of Excellence employee of the month for October 2014 from World security.

Letter of Appreciation Group HSE Manager Dr.Alken Polad Al Tayer Group 17th Dec-2015.

Letter of Appreciation Group HSE Manager Dr.Alken Polad Al Tayer Group 31st Jan-2016.

Letter of Appreciation Group HSE Manager Dr.Alken Polad Al Tayer Group 04th May-2016.

Commendation certificates of Punjab police.

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**IT SKILLS**

Basic computer skills in MS Office program.

**TYPING SKILLS**

50-60 Words per minutes good typing skills in English language.

**DRIVING LICENSE**

U.A.E. Light motor vehicle (Manual) No.03 driving license file under process.

**LANGUAGE SKILLS**

**English** : Read,Write,Understand and communicate proficiently.

**Arabic** : Read,Write,Understand and speak as a beginner.

**Hindi**  : Spoken and Understanding proficiency.

**Urdu** : Native speaker.

**Punjabi** : Native speaker.

**Siraiki** :Native speaker.

**PERSONAL DETAILS**

D.O.B: 01-Aug-1980

Nationality: Pakistani Marital Status: Marrie Issue: 06-Sep-2013 Expiry: 05-Sep-2018

Visa status: Employment Visa Supervisor (Dubai World) Free Zone Visa

(Transferable) Issue: 19-Mar-2014 Expiry: 18-Mar-2017

Height: 180 cm Complexion: Wheatish

Weight:100 kg

**Declaration :** I hereby declare that all the above particulars are true and correct to the best of my knowledge and belief.

**Rashid.**