



**SHAKEEL**

**Al Satwa, Dubai, U.A.E**

**E-mail:**

Shakeel.329245@2freemail.com

**Birth Date**:

 15-08-1972

**Marital Status:**

 Married

**Nationality**:

 Pakistani

**Special Skills:**

Can easily adapt to environment, Detail and People Oriented, Self Sufficient and Positive, Cheerful, Versatile.

**PROFILE**

 **To seek a challenging position as a Head of Security and Administration offering responsibility, challenge, and rewarding experiences and at the same time maintaining a high standard of performance and business ethics.**

 ***Professionally qualified and highly experienced person, deep understanding and provenance administration working ability, supported by good interpersonal skills and able to work under pressure****.*

.

**Work History:**

**Balad Al Aman Security Services**

**Security Manager**

Dubai, U.A.E

2014-2015

**Job Roles:**

* Crime Prevention and Investigation.
* Establish and maintain procedures to reduce any internal

 Theft/losses.

* Establish and maintain procedures for the escort of

 Employees transporting large sums of money.

* Establish and maintain policy for employee locker control.
* Control access to critical areas where the need for access

 Arises outside of normal operating hours for that area.

* Maintain control of master key inventories and ensure the

 Proper whereabouts/existence of all master keys

* Must learn to personally conduct door lock readings, CCTV

 surveillance equipment, etc, in order to handle sensitive

 investigations.

**Pakistan Army**

**Non Comission Officer**

Pakistan

1993-2013

**Educational Background:**

 **Education/Qualification**

**Matriculation**

 Mirpur Education Board, Azad Kashmir

 1990

 **Intermediate**

 Mirpur Education Board, Azad Kashmir

 1992

 **Bachelor in Arts**

 University of Azad and Jammu & Kashmir, Muzaffarbad

 2000

 **Trainings Attended:**

* **Security Manager (License Holder)**

Dubai Police Academy

24-Oct-2015 to 29-Oct-2015

* **HABC ( Health and Safety Basic Course)**

First Select Security Dubai

October 2014

* **Portal User Training**

DPS,Bar Dubai

2015

* **Instructor**

Pakistan Army

2001-2008

 I hereby certify that the above information are true and correct to the best of my knowledge and beliefs.

 **SHAKEEL**

Applicant