**EMAD**

**EMAD.334420@2freemail.com**

* **Gender: Male, Single**
* **DOB: 28 May 1980**
* **Nationality: Saudi Arabia**
* **Degree: Diploma in M Police**

 **Bachelor of Military Science**

* **Current Location: Saudi Arabia, Riyadh**
* **Current Position: GM**
* **Company: Asas Holding Co**

**Key Skills:**

**Administration**

* Organized and prioritized personal schedule.
* Implemented new reporting procedure.
* Arranged meetings with senior management.
* Re-organized and improved Operation Department.
* Successfully worked to strict deadlines.

**Communication**

* Able to deal with different cultures (Arabic/Asian/ GCC /Western).
* Bilingual (Arabic / English).
* visited clients periodically to receive their feedback and write down their Notes.
* Making daily, weekly, and monthly reports to senior management.
* Successfully mediated conflicts between staff and company management.

**IT**

* Compiled and edited comprehensive daily, weekly, and monthly activity reports.
* Updating the databases of the department daily.
* Microsoft Office (Word, Excel, PowerPoint (.

**- Experience:**

**June 2016 - present**

* Established ASAS Company in Riyadh, Saudi Arabia.

**Sep 2015 – Sep 2016**

**Project Manager at Hemaya S.S.Co in Qatar, Doha.**

* Security Project Manager in Ooredoo (The National Telecommunications Company in Qatar).
* Responsible of 19 sites in Qatar (Doha, Al Khor, Al Wakra).
* It was new contract so I started the project from zero. Almost 90 % of the guards and supervisors were without experience, I trained them on the job to check the entry and exit procedures by following correct access control steps, handing over duties, writing reports after each shift, and make sure that they got trained on safety and evacuation.
* Before the beginning of the project the security reports in all sites were written in a hard copy and saved at the same location, I trained & committed all supervisors to make their reports every 8 hours (3 reports per day) and then send it to me in a soft copy by email.
* Those reports were sorted by me early every morning and based on that I made my report which I sent it to the client daily.
* At the end of the month I sorted the daily reports to make monthly report and send it to the client showing the security status in all sites and the solved & pending cases.
* I added maintenance status at each site in the daily report (with photos if needed) and the action which was taken by the security guard there.
* Improved the appearance and grooming of supervisors & security guards.
* Monthly feedback by making meeting with all supervisors.
* Visited all sites, met branches managers, and listen to them to coordinate and fix any issue or problem.
* Made unexpected visits to check the guards at night and on weekends.

**June 2013 - Sep 2015**

**Assistant Operation Manager at ISC Gulf Group in Qatar, Doha.**

* Managing more than 500 Security Guards in more than 100 sites in (Doha, Al-Khor, Ras Laffan, and Mesaieed) which include but not be limited to: Qatar Tennis & Squash Federations Professional Events, H.H The Emir's confidential facilities, Albedda Tower (Qatar 2022 FIFA World Cup Supreme Committee), New Doha Airport, Alkhaliji Bank, Kenya Embassy, British Council, Mesaieed Power Company, Total, Maersk Oil Management compound, Shell compound, ExxonMobil compound, Qipco compound, Maersk Oil compound, ConocoPhillips Offices, Q-Chem sites, Sinohydro construction site, Intercontinental Hotel, W Hotel, St. Regis Hotel, Marsa Malaz Kempinski, Events at Sharq Hotel, Marriott, Grand Hayat, and Crown Plaza Hotels. Plus several compounds & schools to operate the Security, Access controls, and CCTV systems.

• Reason to move to ISC:

1) Better Salary.

2) Better Company reputation.

3) Better chance to improve my career.

* Along my duty, I was the head of the transportation Department which was facing some problems like:
	+ - Lack of teamwork.
		- Lack of discipline.
		- Shortage of vehicles.
		- Shortage of drivers.
		- High cost of fuel.
* I fixed that issues in 6 months then assigned one supervisor to lead this department by following the rules I made.
* participated in many tenders (Prepared Technical and commercial files) in Arabic and English.
* I modified the stander company contract with clients after I reviewed & noticed two things:
	+ 1. The contract written in Arabic & English, some points in English are not mentioned in Arabic, also some points in Arabic is not accurate and strong as it is written in English, and as is well known when there is a disagreement between the company and client, the Court will consider the Arabic version.
		2. Added some articles which protect company’s rights.
* Those amendments will keep the company from any dispute that could happen with client.
* Made the induction training for the new recruitment (2 days training) on:
	+ 1. Guard duties (Access control, Loss prevention, Organizing the work, Making Reports, professionalism).
		2. Dealing with the site based on it nature.
		3. MOI, Company, and Client instructions.
		4. General knowledge.
		5. Appearance.
		6. Culture.
* As MOI requested to assigned one person from each security company in Qatar, I was the person who is responsible to send guards to the mandatory training course. we were the best committed company whose sending their guards to that course, when I left the company 98% of the guards were finished their course while other companies did not reach 50%.
* I was the coordinator between MOI and the Company for any meeting, events, conferences, workshops, and seminars organized by MOI.
* I equipped the company to participate in Milipol Security Exhibition 2014, it was the first participation of the company since its founded in 1999.
* When I joined the company, I found that the function of all supervisors in their ID is “Guard”, when I asked why? the answer was that we cannot change their function because the Ministry of Labor requires university degree to work as a supervisor, then I came back to “Law For Regulating the Provision of Private Security Services” I found conditions to work as a Security supervisor is different from the conditions to work as a supervisor in the normal Labor Law because they can be supervisors if they hold High School Certificate, so I show that law to Ministry Of Labor and then they accepted that which finally allowed us change all their functions in their ID to “Supervisor”.
* Also, when I joined the company the manpower was 260, and this is the average Number from a long time. One of the things the owner asked me to push at the interview that they are expensive company and they want to increase the number of security guards without lowering prices, in 2 years the company reached 500 guards for the first time.

**Nov 2012 - May 2013**

**Operation Manager at QTR-S (Qatar Security & Guarding Services Co.W.L.L), Qatar, Doha.**

* Managing more than 1000 Security Guards and more than 100 sites in Doha and Al-Khor, which include but not be limited to: Qatar Rail, Aljazeera Channel, Aljazeera Sports Chanel, Qatar Foundation, Ashgal, Qatar Customs, Ministry of Finance, Malls, Hospitals, Banks, and many Hotels.
* Solving Pending problem with upset clients which caused extending the contracts with them again.
* Managed and provided weekly day off for the guards (they were working without day off).
* Visited guard’s accommodation, I asked them for feedback that would help them to solve accommodation problem.
* Provide private medical care for guards and supervisors.

**Nov 2012 - Nov 2012**

**Marketing & Sales Coordinator & Assist Operation at QTR-S (Qatar Security & Guarding Services Co.W.L.L), Qatar, Doha.**

* Open a new environment market, assisting to organize the operations from the beginning.
* At the first week, it came to me that there are some guards in very important site are planning to strike and no body act, when I asked Operation Department they said they passed that issue to the owner of the company and he didn’t replay. I went to the guards at the site and solved that issue before 2 days of the strike.

**Jan 2008 - Feb 2012**

**Search & Research for explosives Platoon Leader in Explosives Disposal Section, 1st special force brigade at SANG (Saudi Arabian National Guard). Saudi Arabia, Riyadh.**

* Managing about 49 officers, NCOs, and soldiers.
* Searching and inspecting routes for important guests in the country such as: (presidents of United States, France, PM of UK, and princes of the Gulf Countries ect...).
* Search and inspect hotels and Conference halls for the country's guests during official visits.
* Search and inspect the Royal sections and VIP seats in final football games In King Fahad Stadium.
* Search and inspect Royal terraces in final horse racing.

**Jan 2006 - Jan 2008**

**Military Police Platoon leader / Crowd Control Platoon leader at SANG. Saudi Arabia, Riyadh.**

* Promoted to Captain in the 1st special force brigade Managing & leading about 35 NCOs and soldiers.
	+ Security officer of important football matches which is held annually in Riyadh such as King's Cup final, and the Crown Prince Cup final.
	+ Security officer of final horse racing.

**June 2004 - Jan 2006**

* Promoted to First Lieutenant in the 1st special force brigade at (SANG).
* Security Instructor / Security Trainer for Recruiters.
* Team leader of VIPs protection, Leading & responsible of 25 NCOs and soldiers.
	+ I was an officer supervising several important buildings in the city center of Riyadh (Kingdom Tower, Faisaliah Tower, and Tawuniya Tower).

**June 2002 – June 2004**

* 2nd Lieutenant at SANG.
* Commander of Support Section, Managing & responsible of 25 NCOs and soldiers.
	+ Participate in a Combat when we attacked house of a terrorist group.
	+ Duty Officer of foreigners' residential compounds during the terrorist incidents that have occurred in Saudi Arabia.

**May 1999 – June 2002**

* A soldier trainee in KKMA (King Khalid Military Academy).
* Protected and guarded the armories as a soldier trainee.

**ــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــ**

**- Education:**

**Mcalester, OK, USA**

**Defense Ammunition Center                         2010**

* Technical Ammunition Course.
* Introduction to Ammunition.
* HAZMAT Familiarization & Safety in Transportation.
* ON-THE-JOB Training (OJT).
* Military Preservation & Packaging for Storage & Shipment.
* Ammunition Quality Assurance.
* Ammunition Demilitarization.

**Huntsville, AL, USA**

**Munitions & Electronics Maintenance School 2010**

* Ammunition Technician Warrant Officer Basic course.

**Chatham, Kent, UK**

**Search & Explosives Disposal School 2008**

* International Search Adviser Course.

**Fort Leonard Wood, MO, USA**

**Fort Leonard Wood Base                                     2007**

* Diploma in Military Police Leadership Course.

**San Antonio, TX, USA**

**Lackland Air Force Base                            2006-2007**

* Diploma of defense (American language CRS).

**Riyadh, Saudi Arabia**

**KING KHALID MILITARY ACADEMY        1999 -2002**

* Bachelor of Military Science.

**- Personal:**

* I worked in the Saudi National Guard for 13 years 10 of them as an officer. (Administering, guarding, protecting, searching, investigating and making Security plans).
* I worked and trained in several countries and dealt with different nationalities and this gave me an experience to understand & deal with different cultures (Arabic/Asian/Western).
* About Security in hotels, I own a 7-year experience of cooperation with 5-star hotels, when I was supervising the security of "Al Faisaliah Tower" and "Kingdom Tower" in Riyadh, which included "Four Seasons Hotel" and "rosewood" and I was the security officer on many occasions in these hotels between 2005 and 2008, And from 2008 to 2012 I was doing the inspection and developing the security plans for several hotels such as: (four Seasons, rosewood, Inter Continental, Ritz, and Marriott) during the conferences & official visits to the guests of the country.
* On a personal level I traveled east and west and I am client to 5-star hotels, as well I'm a membership In many of these hotels, So I can know what hotel's guest expects and I can put myself in them shoes.
* My work has sent me overseas to visit military companies and make reports to choose the right equipments for EOD, riot control, and Special Forces. and that gave me the experience and knowledge about that kind of companies and business.
* Got and hold a number of letters of thanks and medals from my workplace and United States Army.

**ـــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــــ**