Mehmood

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| **Email:**mehmood.343424@2freemail.com  | **C/o-Contact: +**971-505891826 |

**Career Objective**

*To obtain a position that will enable me to use my strong technical skills, educational background, and ability to work well with people to add value to operation.*

**Academic Credentials**

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| **Bachelor of Science in Business Administration (BBA)** | CASA College, Nicosia Cyprus | 73% | 2007-2011 |
| **HSSC** **(Computer Science)** | KRL Institute of Technology, Kahuta (PBTE) | 64% | 2000-2003 |
| **SSC****(Science)** | Board of Intermediate and Secondary Education, Rawalpindi | 68 % | 1999-2000 |

**Technical Skills**

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| --- | --- | --- |
| **Computer Languages** | : | C Language, BASIC |
| **Working Platforms** | : | Windows XP/7/8 |
| **Software Packages** | : | MS-Office |
| **Computer Networks** | : | Operating System and Networks |

**Academic Final YearProjects**

* Industrial Management (HSSC)
* Business Management(BBA)

**Responsibilities:**

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| * Project Management
 |
| * Involved in planning, designing and implementation.
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**English Course**

International English Language Testing System (IELTS) 2014

**DPS(Dubai Police Protective System) Licence**

**Successfully completed and passed DPS training test.**

**September 2018Expiry Date**

**Security Guard Professional Experience**

A physically fit DPS(Dubai Police Protective System) Licence holder professional individual who has all of the physical and mental capabilities necessary to properly carry out duties and responsibilities of a professional security guard. Extensive experience of guarding property assets and people, provide help assistance, advice, guidance and information to visitors and staff members.

 **World Security**

**Dubai Maritime city, Al Mina, Near Port Rashid**

 **Dubai, UAE**

**August 2015 to PresentSecurity Guard**

**Duties at Various DEWA(Dubai Water & Electricity Authority) Locations:**

* Maintain building security and **Providing safe environment for visitors, customers and staff.**
* Greeting and provide general information to visitors and staffat reception/security desk.
* Reporting all incidents, accidents or medical emergency situations to control room and supervisor with efficiently and effectively.
* Checking badges of employees andmaintain visitors, contractors and external staff log book record.
* Checking and verifying entry- pass work permits of contractors visitorsfor physical work approval.
* Maintain record of staff vehicles keys, access cards, lost and found items, entry pass forms, Memo and all building keys.
* Writing up accurate and complete security report log book.

**Areas of Expertise:**

Patrolling Premises, Emergency procedures, Customer Service, Building evacuations, Public interaction, Personal protection, Report writing, Safety practices, Resolving conflict.

**Security skills:**

* Guarding duty location area against fire, theft, vandalism and illegal entry.
* Highly literate, accurate and excellentverbal and written communication skills.
* High level of integrity and confidentiality.
* Strong sense of responsibility and excellent attendance and punctuality standards.
* Excellent knowledge of English language.
* Fully computer literate.
* Ability to remain in a static position for long periods and work 12 hours shifts.

**Experience**

**Servis Industries**

 **(Pvt).Ltd.**

**Servis House, 2 Main Gulberg, Lahore 54662, Pakistan.**

 **May 2012 to August 2014 Assistant Manager Administration**

* Responsible of office support including technical / non-technical correspondence
* Managing appointments
* Administrative scheduling
* Organizing meetings
* Creating brochures, new letters and other office literature
* Maintain procedures manual to ensure constant performance of routine

**Stoa Lefkosias Nicosia, Cyprus 2009 to 2011 Assistant Manager**

* Responsible for setting and running corporate and social events
* Dealing with customer complaints and addressing problems
* Ensuring events run smoothly
* Ensuring food and service quality

**Personal Dossier**

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| **Date of Birth** | : | **08-01-1983** |
|  |  |  |
| **Gender** | : | **Male** |
| **Marital Status** | : | **Married** |
| **Religion** | : | **Islam** |
| **Languages known** | : | **English, Urdu,Hindi** |
| **Hobbies** | : |  **Cricket, Swimming, Gym, Reading books** |
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