**Curriculum Vitae**

**Ashraf**
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An experienced security officer with more than **20** years of UAE experience serving government and private companies in key positions and playing a pivot role in the day-to-day activities. An active officer with good moral and always follows professional ethics in the professional life. Residing in UAE for more than 30 years with family and an ardent admirer of the country’s culture and achievements.

**Professional Experience**

**Operations In-charge: (19 June 2014 till the December 2015)**

Worked as operations in-charge in Star Security Services Abu Dhabi

**Security Manager (June 2013 till December) “DPS Certified Security Manger”**

Worked as Security Manager in Bu Haleeba Group of companies Established Desert Eye Building Security Services.

**O’Brien LLC (May 2012 –May 2013)**

 Designation: Security Consultant

Worked as Security consultant in O’Brien LLC a Security Consultancy, IT services and manpower Provider. A member of Green Wire Group. Main duties carry out Security site surveys, and provide security consultancy to the clients

**Sheikh Khalifa Medical City (October 2003 – March 2012)**

Designation: Security coordinator& Security Duty Officer

Responsible for providing security services for health care facility including staff, patients, protecting entity buildings, ensuring the safety and security of all visitors and property.

**Group4 Securitas LLC Abu Dhabi(June 2OO2 - May 2003)**

Designation: Assistant Operations Manager in Cash Services

Responsibilities include overall operations running two offices in two different cities - Abu Dhabi and Al AIN city.Maintaining proper CIT policy and procedures imposed by insurance and financial companies as well as under the surveillance of GPS system. Check the crew attendance before start the operation; schedule the armed Police officer on board. Tracking the CIT armored vehicles while operations. Maintain the bank documents between central Bank and CIT office, regularly inspections of documents carry out the vehicle familiarization including conduct the drill. Check the crew members properly dressed and equipped, Uniform, ID cards, Helmet, Chin strap fastened, neck protector down, Goggles/Visor attached to helmet, Explain that the per-run check must be carried out prior to every cash run to ensure that the vehicle conforms to the road traffic Act, vehicle is serviceable.

**Group4 Securitas LLC Abu Dhabi (October 2000 – June 2002)**

Designation: Security Supervisor / Patrolling Supervisor

Responsibilities included overall supervision of 500 guards in more than 70 sites. Maintaining and

Preparing daily and periodic reports to Guarding division Office including the incident report occurs

while site inspection. Inspection and pointing out the security and safety needs of clients and

Potential clients.

**U.A.E. Armed Force (Royal Guards) Guarding H.H. ShZayed Private office (August 1991- September 2000)**

Designation: Security Officer

Responsibilities includes check the daily attendance for private office staff. Deal cash in transit

escorting the cashier to withdraw cash from Bank and back to the private office. Guard the

treasure. Checking the security system and controlling the CCTV room. Responsibility includes

participating in the Royal Band in receiving the State-Head and Dignitaries. Maintain the safety and

security of visitors and staff. Perform identification and vehicle checks. Responsibilities includes

scrutinizing the authentication of the visitors issuing the permit cards, Inspection the vehicles fixing

the appointment for VIP’s checking the out flow of operating the X-ray machine.

**General responsibilities / functions / Day-to-day activities**

* Responsible for the day – to – Day running of the operations department and act as a liaison between the guarding staff and SM. Carry out instructions given by SM. Planning and organizing work schedules of Security personnel(Contract or otherwise)to ensure proper coverage of facility grounds/buildings.
* Inspect the security staff including the Sub-Contract assigned Site Supervisors, ensuring proper turnout and adherence to standards. Reviewing utilizing and maintenance of security equipment and monitoring the surveillance system performance.
* Ensure first line counseling and discipline of the guarding personnel.
* On / off site training and assessing the training and refresher training needs of guards. Inform the Training Officer of the same.
* Arrange the reliever schedule for the guards. Handle calls from guards regarding the duty offs.
* Plan leave schedule and arrange the relievers for guards going on leave. Approve leave application and forward to the SM.
* Meeting with Sub-Contract Project Manager on weekly basis and to review work related issues and discuss any problems that need to be addressed. Checking monthly contractor invoices.
* Responsible for deploying guards at different duty points and cover shortfalls / events. Prepare assignment instructions to be implemented at duty points, approved by the security Manager.
* Meet and asses new guards introduced by Sub-Contract project manager and report the result to the Security Manager.
* Prepare a schedule of activities for each day to ensure planning. Implementing operational plans and policies.
* Fill out Appraisal forms and forward for evaluation to the Security Manager.
* Carry out investigations and report them to the Security Manager. Discussing any issues arising with the senior management and up-dating them of the situations.
* Co-ordinate the OJT for the guards before existing guard proceeds on leave.
* Establishing documentation and confidential reporting systems, to ensure appropriate investigations, as and when required. Reviewing security personnel’s daily reports to be submitted to the department/section. Reviewing security personnel’s daily reports. Reviewing reports or incident reports for all emergencies and serious incident in the facility. Initiating and follow-up investigations on report of criminal activities and violations of safety standards.
* Deal with Police, immigration authorities in case of any incident.
* Submit weekly reports giving regular feedback to the Security Manager and always keep the Security Manager inform.

**Educational qualifications**

•Bachelor degree in Arts from the University of Karachi 1991-1993.

•High secondary passed from SKZAP College.

**Additional qualifications**

• Good computer skills in MS Office package Word, Excel, and Outlook& PowerPoint.

• Undergone six months military training in the UAE Armed forces in Royal Guards Regiment under

the supervision of UAE & USA Military experts.

•Attend firefighting training in Sheikh Khalifa Medical City.

•Attend fire marshal training in Sheikh Khalifa Medical City.

•Attend physical management training of aggressor & violent in behavioral science pavilion in

Sheikh Khalifa Medical City.

•Attend the Cash-in-Transit basic training in Group4 Securitas LLC Abu Dhabi.

•Member of ASIS Organization M/Ship No 312335.

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**Personal information**

Date of Birth: 5th November 1969

Civil Status: Married

Citizenship: Pakistani Passport No. DP1849021

Driving License: **UAE Driving License**

Languages: Arabic, English, Urdu, Persian, Balochi & Punjabi

**Personality Attributes**

Communication skills

Interpersonal skills

Motivation skills

Assertive skills

Target orientation

Negotiation skills

**Declaration**

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