Faheem

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Objective

To find employment with a company/Org where my skills and experience will be an asset to the business while furthering my knowledge and abilities in the process.

**Experience AJ Security and Safety Consultancies (United Arab Emirates)**

Feb, 2014 till Present **Security Guard**

**Responsibilities Security Guard**

* Responsible on duty site secure premises and personnel by patrolling property; monitoring surveillance equipment; inspecting buildings, equipment, and access points.
* Prevents losses and damage by informing site manger as per site policy and procedures.
* Controls traffic by directing drivers.
* Use wireless Radio and cell phones to stay in contact with security personnel.
* Completes reports by recording observations, information, occurrences, and surveillance activities; interviewing witnesses; obtaining signatures.
* Maintains environment by monitoring and setting building and equipment controls.
* Maintains organization's stability and reputation by complying with legal requirements.
* Ensures operation of equipment by completing preventive maintenance requirements.

**Experience Al Ayuni Investment and Contracting Company (Saudi Arabia)**

April, 2012 to April, 2013 **Operation In Charge Fleet**

 **Responsibilities Operation In Charge**

* Over all responsible for operations of all the equipment/vehicles working on site.
* Responsible to update Project Manager or site engineer on daily basis of all the equipment & vehicles shifting (receiving & dispatch) and maintain all equipment/vehicles receiving and dispatch record accordingly.
* Responsible for Heavy equipment daily log sheet preparation.
* Maintain all equipment/ vehicles preventive maintenance record according to specification.
* Report any breakdown equipment/vehicle immediately to operation manager.
* Coordinate with operators/drivers regarding equipment /vehicles problems on daily basis.
* Coordinate with operators /drivers section for arrival and departure of any driver/operator.
* Responsible for daily, weekly and monthly reports of all equipment and vehicles to relevant sections.
* Responsible for all equipment and vehicles inventory and evaluation.

**Experience International Federation of Red Cross and Red Crescent Society (IFRC*)***

Oct, 2005 to Feb, 2011 **Camp Supervisor**

* vements.

**Responsibilities Camp Supervisor**

* **Managed supporting staff and ensure the cleanliness of camps.**
* Maintained **proper record of all vehicles and generators schedule service in different locations.**
* **Supervised security, including Control Room and given instructions.**
* **Responsible for maintenance work (electrical, plumbing etc) of offices, delegate’s houses and Base Camps.**
* **Prepared financial statement of the camp operating expense for camp manager.**
* Responsible for procurement of office requirements, stationery, grocery, etc.
* Record keeping of house rent, utility bills and internet payments.
* Managed supporting staff ‘duties roster and monthly time sheets.
* Prepared daily, weekly and monthly camp occupancy report for line manager.

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| **Certification of Appreciation form IFRC/PRCS*** Emergency/ERU Desk Officer- French Red Cross – Paris- 2010
* HOD IFRC & Secretary General PRCS NHQ, ***S****uccessfully* ***C****ompletion of* ***E****Q* ***O****peration 2005 to 2009*.
* Head of Department IFRC & Secretary General PRCS NHQ, ***S****upport* ***S****ervices - 2008 & 2009.*
* Health Delegate Canadian, Red Cross ***S****upport* ***S****ervices, - 2007.*

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| EducationB.I.S.E Peshawar,* S.S.C, 1990

Skills Development Council (ILO) Peshawar* Electrician Certificate

***Trainings with AJ Security UAE**** ***B****asic and Bank Security Training from National Security Institute UAE.*
* *PSCOD Private Security Companies Origination Departments License UAE.*

**Trainings**/Courses with IFRC/PRCS* ***B****asic* ***L****ogistics****, S****ecurity* ***A****wareness,* ***F****ire* ***F****ighting,* ***E****mergency* ***F****ist* ***A****id with CPR.*

**Computer Skills*** MS Word, MS Excel, MS PowerPoint (basic), Internet and Windows Installation.

**Personal Details*** Date of Birth: 23RD Oct,1974
* Marital Status: Married
* Languages: English, Urdu, Arabic, Hindko and Pashto
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