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# *TAHIR*

# [*TAHIR.365348@2freemail.com*](mailto:TAHIR.365348@2freemail.com)

***Career Objective:*** To secure a challenging position where I could get ample opportunities

To utilize my talent and professional skills for the growth of the Organization

And also for the steady development and advancement of my career.

***EXPERIENCE SUMMARY:***

***Current job (G4S SECURITY):***

Doing work in **(G4S GROUP FOUR SECURICOR)** as a **(Security officer)**

Since Mar, 27th 2011 to till now in U.A.E ( Sharjah) under PSBD.

DPS: Certified by Dubai police academy in the year 2011

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Worked as Security Inspector in G4S Wackenhut on the project of

**US EMBASSY ISLAMABAD** since 7th of April 2008 till February 21, 2011.

**Scope of Work:**

* All responsibilities of security officer including customer service
* To handle all firefighting equipments including their proper placement and up to date.
* Access and egress control of all staff and customers
* Patrol and surveillance in duty area for any suspicious things or activities
* To coordinate with command post in case of any emergency
* Writing reports about any incident or accident occurred in duty area
* TO follow rules and regulations of PSBD

**Karachi Marriott Hotel*:***

Worked at **(Karachi Marriott Hotel)**

As a **(front desk officer) Customer care services.**

From 26nd Dec 2005 to 21th April 2007 Karachi Pakistan.

**Scope of Work:**

Check in and Check out

* Provide customer service by engaging customers and performing good.
* Make sure that the customers are serviced well.
* Received guests and treat them in great way.
* Assist co-workers and continue with team work ethics.
* Perform other task as directed by the manager.
* Monitor the extra activities.

To escort the guests to rooms

**Pearl Continental Hotel*:***

Worked at **(Pearl Continental Hotel)**

As a **(cashier & checker) in accounts dept.**

From 2nd Feb 2000 – 18th July 2001 at Karachi Pakistan.

**Scope of work:**

* Preparation and maintaining the record of restaurant bills, ENT bills and officer bills
* Overall responsible for cash flow all bills of restaurant on duty.
* Updating the debit and credit record on restaurant sheet and computer.
* Checking and monitoring all the restaurant bills, cash and computer entry as a checker.
* To check the meal provided to any person has been charged promptly.
* To check the guest’s quantity of Banquet parties and billed according to quantity.

***QUALIFICATION:***

***Professional level:***

Done: **(Commerce)**

From: **(UNIVERSITY OF KARACHI)**

Grade: **(2nd division)**

Address: **(Karachi Pakistan)**

Passing year: **(1996)**

***Intermediate Level:***

Done: **(Commerce)**

From: **(Karachi board)**

Address: **(Karachi Pakistan)**

Passing year: **(1994)**

***Metric Level:***

Done: **(Science)**

From: **(Govt high school Peshawar)**

Grade: **(1st division)**

Address: **(Peshawar Pakistan)**

Passing year: **(1992)**

***Computer Proficiency(I.T)***

A wide range of computer skills together with a sound knowledge of following packages and capacity for speed and accuracy in their use

**OPERATE ALL (OS) (WINDOWS INSTALLATION) (DATA RECOVERY)**

**(MS WORD) (MS EXCEL) (ADOBE PHOTOSHOP)**

***Extra Qualification***:

* Hotel front office course from Pakistan Institute of Tourism & Hotel Management (Govt. of Pakistan)
* English for specific purpose from Pakistan Institute of Tourism & Hotel Management (Govt. of Pakistan)

***Awards:***

Commendation Certificate awarded from Karachi Marriott Hotel in recognition of outstanding deed of honesty.

***My Interests:*** I am vital member of the University Students managing Committee, I have

Taken Part in various competitions like debates and quizzes during my

Graduate course.

***My keen interest includes***:

Reading Web, Research, Indoor & Outdoor Sports,

Learning about Different Places, religion & culture.

***Reference:***

Certificates: As require Appreciating you're carefully considering of my

C.V and looking forward to exceed your expectations.

***Driving Licence*:**

**Having (LTV Automatic)**

**Issued Place: Date: November 06,2015**