[HAMEED.369914@2freemail.com](mailto:HAMEED.369914@2freemail.com)

**Professional Certification Sapient Hall School System**

AssistantAccountant Certificate – Sapient hall School system[2010-2012]

**EMIRATES ACCOMMODATION**

**AL QUOZ, DUBAI**

**U.A.E**

**M +055 9319323**

**E jess.cgarcia@yahoo.com**

PakistaniSingle

5’4”

56 Kilos

Current in working visa

**EMIRATES ACCOMMODATION**

**AL QUOZ, DUBAI**

**U.A.E**

**M +055 9319323**

**E jess.cgarcia@yahoo.com**

**Other Information**

Riviera Lake View Apartments

Spectrum Building

City Tower 2

Central Park Tower

**Clients**

**DataEntry Operator**

**Aksa Group of Company& DMS document management Solution**

2006 - 2010 Pakistan

* Obtain clients for the company.
* Handle contract negotiations and/or information requirements of new clients and renewal clients.
* Prepare marketing collaterals for the company i.e. Company profile, sales and marketing presentations, company brochures.
* Handles schedule and appointments for clients.
* Data Entry of company Records .

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**E jess.cgarcia@yahoo.com**

**EDUCATION& CREDENTIALS**

**EMIRATES ACCOMMODATION**

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**M +055 9319323**

**E jess.cgarcia@yahoo.com**

**Secondary FSC (PRE ENG) GardenCollege Rawalpindi Pakistan**(2005)

Primary IslamiaPublic High School (2003)

**EMIRATES ACCOMMODATION**

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**E jess.cgarcia@yahoo.com**

A self-motivated professional with over 3 years’ experience in Security and Concierge roles, Excellent organizational and communication skills that contribute to high levels of efficiency and productivity. I have proven track record in resolving complex customer issues and implementing workable solutions and a strong sense of urgency that ensures customer satisfaction and improved customer retention levels.

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**EMPLOYMENT HISTORY**

**EMIRATES ACCOMMODATION**

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**E jess.cgarcia@yahoo.com**

**Skills and Qualification**

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**E jess.cgarcia@yahoo.com**

**SecurityOfficer / Concierge/CCTV operator with DPS & icss certificate**

**Farnek Facilites Management (Dubai UAE)**

2012 – up to Present

**Security Officer / CCTV**

* Patrol industrial and commercial premises to prevent and detect signs of intrusion and ensure security of doors, windows and gates.
* Answers alarms and investigate disturbances.
* Monitor and authorize entrance and departure of employees, visitors and other persons to guard against theft and maintain security premises.
* Write reports of daily activities and irregularities, such as equipment of property damage, theft, presence of unauthorized persons, or unusualoccurrences.
* Answers telephone calls to take messages, answer questions and provide information during non-business hours.
* Monitor the CCTV recording an in case of unusual observation report them to security supervisor.

**Concierge**

* To greet all tenants, visitors and other guests and to politely ask them regarding to their concerns,
* To ensure that all the staff, visitors and tenants follow the community rules as prescribed by the client.
* Ensure that all the visitors go through the complete log in process upon arrival at the reception.

**EMIRATES ACCOMMODATION**

**AL QUOZ, DUBAI**

**U.A.E**

**M +055 9319323**

**E jess.cgarcia@yahoo.com**

**Faisal Muhammad**

Data Entry Account Management, Marketing, Hospitality, Customer Service, Proficient in MS Office Applications, Flexible, Dedicated, Good in written and oral communication skills,

.