**[Zaker.370503@2freemail.com](mailto:Zaker.370503@2freemail.com)**

To work for an organization which provides me the opportunity to improve my skills and knowledge to growth along with the organization objective.

P**ERSONAL** D**ETAILS**

Date of Birth              : 16-08-1996

Sex                             : Male

Marital Status         : Unmarried

Languages                  : Hindi, Urdu, Telgu, English,

E**DUCATION**

|  |  |  |
| --- | --- | --- |
| * **Bachelor of Commerce** | **Sikkim University.** | **(2016)** |
| * **Intermediate** | **Sandipani, Hyderabad.** | **(2013)** |
| * **S.S.C** | **Vivekananda School. Kamareddy** | **(2011)** |

**TECHNICAL PROFILE**

* **Fire Extinguisher Courses**
* **Customer Service Training course,**
* **Operating System: Window7- Window8 - Window10**
* **Software Applications: MS Office (Excel, PowerPoint, Word, Access), and Internet Browser.**

M**Y** S**TRENGTHS**

* **Honest.**
* **Hard Working.**
* **Optimist**
* **Flexibility and Adaptability to work in any environment.**
* **Willingness to accept any challenge irrespective of its complexity.**
* **Good team player and positive attitude.**

P**ROFESSIONAL**E**XPERIENCE**

**AL BATEEL GROUP   -DOHA QATAR**

**Designation – Security Guard          2017-Up to Date**

* Conducted regular patrols to ensure safe shopping environment.
* Monitored and warned potential violators of mall policy.
* Performed equipment and machinery inspections on a regular basis.
* Reported on any fire alarm and security door mismanagement or malfunction.
* Ensured no unauthorized entry into restricted areas.
* Handled emergency situations smoothly and efficiently.
* Answered shopper queries and provided directions and assistance as needed.
* Patrolled mall premises on a regular basis.
* Maintained visible security presence to deter shoplifting and other criminal activity.
* Provided directions and other assistance to customers as required.
* Prepared and submitted incident reports for alarms bomb threats and medical emergencies.
* Identified any potential elevator and escalator hazards and notified management accordingly.
* Multifunction use and functions of computer, Phone system alarm systems turn style, handheld Radios

**ROAL GYM   -KAMAREDDY**

**Designation – MWR Technician           2016-2017**

* Oversee day-to-day operation of MWR facilities and manages MWR attendants/technicians.
* Plan, and assign work of host country national attendants in MWR facilities.
* Ensure proper maintenance and basic technical support for all MWR facility equipment.
* Oversee weekly maintenance on all MWR equipment.
* Establish and maintain a preventive maintenance schedule for all MWR equipment.
* Monitor and organize the use of MWR facility computers, phones, and other office equipment.
* Arrange maintenance and provides very basic technical support for MWR facility computer hardware and software.
* Maintain monthly health bulletin boards and educational materials.
* Provide management assistance.
* Perform other such duties as may be directed by the MWR Manager.

**VIDYA NIKETHAN PUBLIC SCHOOL  -ILLAPUR**

**Designation – Office Clerk           2014-2015**

* Answer telephones and relay messages to appropriate recipient
* Manage files/folders and compile records
* Greet customers and visitors and perform tier-one / first contact services
* Manage inventory of office supplies and assist in organizing office activities
* Prepare coffee and snacks for office staff
* Scan incoming mail for recipient information, Mail bills and pay utility bills
* Handle outgoing mails by sealing envelopes and placing stamps
* Prepare carrier packages for UPS and Federal Express
* Perform document photocopying and paperwork distribution tasks
* Act as a receptionist or front desk officer when required,Ensure management of minor repairs
* Assist in managing accurate billing and petty cash
* Maintain office equipment such as copiers and printers

R**EFERENCES**

Will be arranged when required.