|  |  |
| --- | --- |
| **CURRICULUM VITAE** ***Post Apply for***  *Any Suitable Post****Saeed Ur Rahman*** *Dubai UAE**Personal Details****Date of Birth****15-Feb-1985****Gender****Male****Nationality****Pakistani****Religion****Muslim****Marital status****Married* | ObjectivesTo be part of cultured and skilled organization, where I may apply my extinctive experience while sharing and developing my skills and proficiencies to purchase a dynamic careerEducational Attainment**NEBOSH IGC & IOSH (Health & Safety)**Green World Group, Dubai certified from UK**GRADUATION**University of Peshawar, Pakistan**HSSC**Board of Intermediate and Secondary Education Mardan, Pakistan**SSC**Board of Intermediate and Secondary Education Mardan, PakistanComputer Courses**THREE MONTHS COMPUTER CERTIFICATE** S.D.C, Peshawar, Pakistan**ONE YEAR DIPLOMA IN I.T**Pakistan Degree College of Information Sciences, PakistanTechnical Summary**Computer Hardware Installation****Computer Software Installation**Training**D.P.S. & Security System Operating Course**Dubai Police Academy in the year of 2010.Achievements and Awards**Appreciation Certification** from **Dubai Police** for the successful efforts during the accident of fire at the **“Address Hotel downtown”** happened on the New Year’s Eve 2016.**Appreciation Certification** from the **Address Hotel Downtown** (Emaar Hospitality Group), Dubai for the good work as a Security System Operator since 1st May, 2012 to February, 2016.Professional Experiences**Location: The Opera House Downtown, Dubai, UAE****Designation: Security System Operator****Period: September 2016 to presently working...****Job Roles:**Operating Genetic systemElevator Monitoring systemElevator Intercom systemMonitoring all floors by specific period of time If any incident happened taken all the needful actionsReceiving, Forwarding and solving complaintsControlling all the doors from the systemResponding to the disabled washrooms if needed |
| ***Date****Issue**08th Jun 2012**Expiry**07th Jun 2017****Visa Status****Employment* | Checking all cameras then sending camera audit report on daily basisLooking for safety of the PremisesBackup for all securityFire alarm systemIf any incident happens taken immediate actionReview some pending issues required for investigationMonitoring CCTV cameras and holding the PTZ systemChecking the cameras and give report to the seniorsMonitor and check important vital areas such as receptions, elevators, emergency exit points and all assembly pointsMaking reports if any incident happens and inform seniorsIf any incident happens investigate it and give report to the seniors and authority as well if required**Location: The Nuran Marina Serviced Residence, Dubai****Designation: Security Supervisor****Period: February 2016 to August 2016****Job Roles:**Briefing all the security staff at the beginning of the shiftLooking for any hazards and clear the emergency exit waysConduct security inventory inspection of all documents and equipment and then submit a report and recommendation to the managerControlling the security operations and managing the team to be alert always in the given location to act for any situation in systematic in a particular wayChecking the fire hazards and in-case of real fire inform to the management and fight with fireManaging the conflict situation in a professional wayTo be aware of the Premises rules and regulation as well preventing the policies violations. All violations to be reported to the management and take a necessary action accordinglyAccess control to the building to be monitored and stop for an unauthorized entry and report the sameMonitoring all floors by specific period of timeStop any activity if done with unsafe precaution around PremisesDealing with guest & customer complaints in professional wayReporting the property damages as well inform to police and preparing the incidents report for claimsNoticing the contractor staff violation and ban the access as per the severity of issueLost and found management storing the L&F in the security safe custody and handover each month to police if the owner not demandedMaintain security records (Incidents reports, daily logbook reports, fire alarm reports, CCTV reports, weekly reports, manpower distribution details, security observation reports, weekly firefighting equipment report etc.).**Location: The Address Hotel Downtown, Dubai, UAE****Designation: Security System Operator****Period: August 2012 to February 2016****Job Roles:**Operating Digital Video Management (DVM) systemElevator Monitoring systemElevator Intercom system |
|  | Monitoring all floors by specific period of time If any incident happened taken all the needful actionsReceiving and solving complaintsChecking all cameras then sending camera audit report on daily basisSending and receiving emailsLooking for safety of the HotelDeposit the guest lost and foundBackup for all securityFire alarm systemIf any incident happens taken immediate actionReview some pending issues required for investigationMonitoring CCTV cameras and holding the PTZ systemChecking the cameras and give report to the seniorsMonitor and check important vital areas such as receptions, elevators, emergency exit points and all assembly pointsMaking reports if any incident happens and inform seniorsIf any incident happens investigate it and give report to the seniors and authority as well if required**Location: The Address Downtown Hotel, Dubai, UAE****Designation: Security Shift Leader****Period: May 2012 to July 2012****Job Roles:**Checking the fire hazards and in-case of real fire inform to the management and fight with fireManagement plan and evacuation the zones if fire is spreading evacuate the whole buildingStop any activity if done with unsafe precaution around hotelLooking for any hazards and clear the emergency exit waysConduct security inventory inspection of all documents and equipment and then submit a report and recommendation to the managerControlling the security operations and managing the team to be alert always in the given location to act for any situation in systematic in a particular wayManaging the conflict situation in a professional wayTo be aware of the hotel rules and regulation as well preventing the hotel policies violations. All violations to be reported to the management and take a necessary action accordinglyAccess control to the building to be monitored and stop for an unauthorized entry and report the sameDealing with guest & customer complaints in professional wayReporting the property damages as well inform to police and preparing the incidents report for claimsNoticing the contractor staff violation and ban the access as per the severity of issueLost and found management storing the L&F in the security safe custody and handover each month to police if the owner not demandedMaintain security records (Incidents reports, daily logbook reports, fire alarm reports, CCTV reports, weekly reports, manpower distribution details, security observation reports, weekly firefighting equipment report etc.).**Location: AL Tanmyah Services LLC, Dubai****Designation: Security Officer****Period: June 16, 2010 to October, 2011** |
|  | **Job Roles:**Vigilant at all time, observe movement of the people and check politely all incoming / outgoing personal and customers.Provide professional security services at residential buildingsWorked as a security cum Receptionist in JBR, DubaiWorked as a Secretary in Dubai Islamic Bank Head OfficeHandling all the incoming calls and complaints and forwarding all complaints of the residence to seniors and departmentLogged all the visitors and show them the right directions and logged the entire incidents in daily reportsTo allow the authorized person to the premise To operate the access controlWorked as a security cum Receptionist in Dubai Islamic Bank Head OfficeTo respond the fire alarm control penalPatrolling in all emergency exit pointsDealing with tenant on any security issue**Location: Freedom Enterprises, Pakistan****Designation: Computer Operator and Offices Assistant** **Period: September 2003 to October 2007****Job Roles:**Making invoices Keeping record of all medicines in computer as well as in office documentsWorked in MS Word, Excel, Power Point, Internet and FoxPro software for invoices Sending and receiving e-mailsLetters typingKey SkillsDedicated, Hardworking and Team PlayerVersatile and flexible and global mindsetCreative mind and quick learningQuality oriented mindsetCommitment towards jobsAbility to lead a teamAbility to learn quicklyHard working mentalityEnjoy taking individual responsibilitiesFulfilling all duties and tasks assigned without being restrained by time.Able to work under pressure to provide excellent resultsEasily adaptable and hardworking and enthusiasticLanguages Fluent reading/writing/speaking English Fluent reading/writing/speaking Urdu Fluent reading/writing/speaking Pashto Arabic Basic level of understandingDeclarationI hereby declare that the above mentioned details are true and correct to the best of my knowledge and belief.  References upon request |