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| **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* | | Objectives  To 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 career  Educational 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, Pakistan  Computer Courses  **THREE MONTHS COMPUTER CERTIFICATE**  S.D.C, Peshawar, Pakistan  **ONE YEAR DIPLOMA IN I.T**  Pakistan Degree College of Information Sciences, Pakistan  Technical 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 system  Elevator Monitoring system  Elevator Intercom system  Monitoring all floors by specific period of time  If any incident happened taken all the needful actions  Receiving, Forwarding and solving complaints  Controlling all the doors from the system  Responding 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 basis  Looking for safety of the Premises  Backup for all security  Fire alarm system  If any incident happens taken immediate action  Review some pending issues required for investigation  Monitoring CCTV cameras and holding the PTZ system  Checking the cameras and give report to the seniors  Monitor and check important vital areas such as receptions, elevators, emergency exit points and all assembly points  Making reports if any incident happens and inform seniors  If 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 shift  Looking for any hazards and clear the emergency exit ways  Conduct security inventory inspection of all documents and equipment and then submit a report and recommendation to the manager  Controlling 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 way  Checking the fire hazards and in-case of real fire inform to the management and fight with fire  Managing the conflict situation in a professional way  To 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 accordingly  Access control to the building to be monitored and stop for an unauthorized entry and report the same  Monitoring all floors by specific period of time  Stop any activity if done with unsafe precaution around Premises  Dealing with guest & customer complaints in professional way  Reporting the property damages as well inform to police and preparing the incidents report for claims  Noticing the contractor staff violation and ban the access as per the severity of issue  Lost and found management storing the L&F in the security safe custody and handover each month to police if the owner not demanded  Maintain 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) system  Elevator Monitoring system  Elevator Intercom system | |
|  | Monitoring all floors by specific period of time  If any incident happened taken all the needful actions  Receiving and solving complaints  Checking all cameras then sending camera audit report on daily basis  Sending and receiving emails  Looking for safety of the Hotel  Deposit the guest lost and found  Backup for all security  Fire alarm system  If any incident happens taken immediate action  Review some pending issues required for investigation  Monitoring CCTV cameras and holding the PTZ system  Checking the cameras and give report to the seniors  Monitor and check important vital areas such as receptions, elevators, emergency exit points and all assembly points  Making reports if any incident happens and inform seniors  If 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 fire  Management plan and evacuation the zones if fire is spreading evacuate the whole building  Stop any activity if done with unsafe precaution around hotel  Looking for any hazards and clear the emergency exit ways  Conduct security inventory inspection of all documents and equipment and then submit a report and recommendation to the manager  Controlling 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 way  Managing the conflict situation in a professional way  To 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 accordingly  Access control to the building to be monitored and stop for an unauthorized entry and report the same  Dealing with guest & customer complaints in professional way  Reporting the property damages as well inform to police and preparing the incidents report for claims  Noticing the contractor staff violation and ban the access as per the severity of issue  Lost and found management storing the L&F in the security safe custody and handover each month to police if the owner not demanded  Maintain 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 buildings  Worked as a security cum Receptionist in JBR, Dubai  Worked as a Secretary in Dubai Islamic Bank Head Office  Handling all the incoming calls and complaints and forwarding all complaints of the residence to seniors and department  Logged all the visitors and show them the right directions and logged the entire incidents in daily reports  To allow the authorized person to the premise  To operate the access control  Worked as a security cum Receptionist in Dubai Islamic Bank Head Office  To respond the fire alarm control penal  Patrolling in all emergency exit points  Dealing 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 documents  Worked in MS Word, Excel, Power Point, Internet and FoxPro software for invoices  Sending and receiving e-mails  Letters typing  Key Skills  Dedicated, Hardworking and Team Player  Versatile and flexible and global mindset  Creative mind and quick learning  Quality oriented mindset  Commitment towards jobs  Ability to lead a team  Ability to learn quickly  Hard working mentality  Enjoy taking individual responsibilities  Fulfilling all duties and tasks assigned without being restrained by time.  Able to work under pressure to provide excellent results  Easily adaptable and hardworking and enthusiastic  Languages  Fluent reading/writing/speaking English  Fluent reading/writing/speaking Urdu  Fluent reading/writing/speaking Pashto  Arabic Basic level of understanding  Declaration  I hereby declare that the above mentioned details are true and correct to the best of my knowledge and belief.    References upon request | |