**CURRICULUM VITAE**

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**Gurpreet**

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**OBJECTIVE**

To effectively utilize my skills in a growing organization and contribute any ideas of value towards achieving organizational goals.

**MAJOR STRENGTH**

* Five years’ experience in leading organization in the region
* Excellent communication skills
* Hardworking and result-oriented
* Highly self-motivated, ambitious and dedicated in providing high standards of service
* Fast learner and self-motivated

**WORK EXPERIENCES**

**COMPANY: ARKAN SECURITY MANAGEMENT SOLUTION**

**DURATION: MARCH 2012 to July 2017**

* Zabeel Saray Hotel (Security Guard December 2011 to May 2012)
* The Dubai Mall (Emergency Respond Team May 2012 to October 2016)
* Dubai Creek & Harbour (Vehicle Patroller & Act Supervisor October 2016 to July 2017)

**Responsibilities:**

* Keeping records of temporary access cards ,keys, lost and found items
* Writing incident reports
* Dealing with customers
* Monitoring Access Control for any alarm and react accordingly
* Responding radio communication
* Maintaining Bed Down Reported and sending to higher management
* Directly reporting to security supervisor and higher management if any incident occurs during duty period.
* Keeping the record of daily duty activities
* Taking preventive measures to reduce the losses in the organization
* Attending Visitors and assisting them to the proper locations.
* Checking contractors during the non-trading hours access the mall with the proper work permit and dealt with the company policy.
* Patrolling inside the mall and unauthorized activity is reported immediately
* Adhere to company health and safety regulations.
* Ensure all accidents are reported.
* Report any misshapenness to the Management.
* Attending maintenance complaints and forwarding to the maintenance team.

**Educational Qualification**

**PUNJAB EDUCATION BOARD**

Senior Secondary

**DEPARTMENT OF PROTECTIVE SYSTEM (DPS)**

Conducted by Dubai Police on Dec. 2011

**FIRE SAFETY AWARENESS TRAINING**

Conducted by TDM Emergency Rescue Unit

**Personal Data**

Date of Birth : 06/11/1989

Nationality : Indian

Marital Status : Single

Visa Status : Employment

UAE valid Driving License LMV : License valid until 19-08-2026

Languages known : English, Punjabi and Hindi

Hobbies : Swimming, Cricket and Travelling

**Declaration**

**I DO HEREBY DECLARE THAT ALL THE INFORMATION GIVE IN THE RESUME ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF.**