 **Rehan**

**Email add:** [**rehan.380740@2freemail.com**](mailto:rehan.380740@2freemail.com)

**Address: Jabel Ali South, United Arab Emirates**

**OBJECTIVE:**

**To enrich my knowledge by working in an organization that provides opportunity to develop myself professionally and personally in a competitive environment and also to prove myself beneficial for origination.**

**WORK EXPERIENCES:**

**2015 – 2018**

**LEADING GUARD (DEWA)**

**Al Warsan , Dubai United Arab Emirates**

**JOB’s DUTIES AND RESPONSIBILITIES:**

* **Protecting and monitoring Properties and Assets, and the various assigned areas.**
* **Providing necessary guidelines to the visitors, employees and other concerned personalities from time to time.**
* **Checking and monitoring the identification and prohibit entry of unauthorized persons.**
* **Team handling, instructing and training the junior security staffs.**
* **Investigating incident in the assigned areas during duty hours, making report, providing various information and forwarding it to the people concerned and higher authority.**
* **Checking the basic safety of workers during their duties and monitoring their attendance on work.**
* **Checking, maintaining and assuring that first aid kit is always up to date.**
* **Checking, monitoring and maintaining the firefighting equipment.**
* **Recording and forwarding the Lost and Found related matters to the Security Department Office.**
* **Ensuring that all locations, duty post entrance’s doors, side doors should be kept closed and locked after working hours.**
* **Monitoring, recording and checking the incoming and outgoing of materials used and to be used in the assigned areas.**

**2014 -2015**

**CASHIER and STORE KEEPER:**

**Harold International Store**

**Islamabad Bahria Town, Phase 8, Pakistan**

**DUTIES and RESPONSIBILITIES:**

* **Cashiering and monitoring the cash in and out, maintaining and tallying amount gross with the products sold.**
* **Dealing and handling transactions and stocks with the distributors and monitoring deliveries of stocks and the replacement of void products.**
* **Maintaining and monitoring stocks and checking ledgers for an efficient record of daily sales and savings.**
* **Assisting costumers and providing their needs and give proper and enough information about the products they need and purchased.**

**2013 – 2014**

**COSTUMER SERVICE REPRESENTATIVE:**

**MetLife Alico Insurance Company**

**Islamabad, Pakistan**

**DUTIES and RESPONSIBILITIES:**

* **Operating Computer for costumer’s service.**
* **Installing software and program.**
* **Dealing with costumers and providing information needed by.**

**SPECIAL SKILLS:**

* **Computer literate**
* **Knowledge in MS WORD, MS EXCEL AND POWERPOINT**
* **Dealing with different kind of people and environment**
* **Can work with a team, under pressure and without any supervision**
* **Internet browsing, sending emails and replying.**
* **Ability to lead a team and deal with problems with positive result.**

**ACHIEVEMENTS and CERTIFICATES:**

* **NEBOSH INTERNATIONAL CERTIFICATE (October 2017)**

**Health and Safety Council**

**Dubai, UAE**

1. **IGC 1: Certificate in Health, Constriction and Fire Safety and Risk Management**
2. **IGC 2: Certificate of Occupational of Health and Safety**

**Controlling the Work Places Hazards**

1. **IGC 3: Certificate in Health and Safety Practical Application**

* **Land Surveyor- Technical Course (2012- 1 year )**

**Government College of Technology, Rawalakot (AJK)**

**Punjab Board of Technical Education Lahore**

* **AUTOCAD Technical Course 2012- 6 months**

**Micro Technical Institute of Computer Sciences**

**Rawalakot, Azad Kashmir Pakistan**

**EDUCATIONAL BACKGROUND:**

**2011 – 2013: B.Sc. The University of Azad Jammu and Kashmir**

**Boys Post Graduate College Rawalakot**

**(Graduated)**

**2008 – 2011: Higher Secondary Education**

**Azad Jammu and Kashmir Board of Intermediate & Secondary Education Mirpur**

**Ayesha Saddique College Rawalakot**

**1998 – 2008: Secondary Education**

**Azad Jammu and Kashmir Board of Intermediate & Secondary Education Mirpur**

**Pearl Islamic Children Academy Rawalakot ( POONCH)**

**PERSONAL INFORMATION:**

**Birth date: March 24, 1993**

**Birth place: Pakistan**

**Status: Single**

**LANGUAGES SPOKEN:**

**English**

**Urdu**

**Hindi**

**Punjabi**

**Note:**

**I have UAE Driving liciance.**