****

**TARIQ**

Email: [tariq.387711@2freemail.com](mailto:tariq.387711@2freemail.com)

* **Profile** : I Am a 25 year old Pakistani with a degree in bachelor in arts .i have also good knowledge of computer applications with skills in Microsoft office including Microsoft’s office word, excel , power point .
* **Strengths** : A team player with a strong oral and written communication skills, honest, self- motivated , enthusiastic, confident, flexible result oriented attitude, a quick learner and have a pleasant personality.
* **Objective**: To be able to impart learnt experiences and expertise in a professional organization and at the same time further enhance my knowledge while directly working with other nationalities as part of a team.
* **PROFESSIONAL EXPERIENCE:**

**Dec 2014 to-update: Transguard group security**

* Worked as Security Officer AT CMC HEAD OFFICE (TG)
* WORKED AT GLOBAL VILLAGE DUBAI as Security Officer
* Worked at JW Marriott Marquis for 2years as Team Leader.
* Presently working as a Security Supervisor At Level Kids (City walk)

* **ROLES AND RESPONSIBILITIES:**
* Registration and entry of people including visitors, contractors and drivers at the facilities/warehouse.
* Ensuring all details for people upon submitting their identification cards are captured and entered into log books.
* Access control on all access routes for vehicles entering and leaving the facilities.
* Providing information to all people visiting the facilities while at the reception.
* Security, safety, emergency handling and response.
* Provide the basic information and solve the problems of the employer working there.
* Check the all contractors work details who were working overnight in store.
* Marketing activities if there have any event during day for briefing to all security staff.
* Took details from night shift if any maintenance work required before opening.
* **EDUCATION** **DETAILS**

|  |  |  |  |
| --- | --- | --- | --- |
| **YEAR** | **INSTITUTE / ORGANIZATION NAME** | **DEGREE** | GRADE |
| 2014 | UNIVERSITY OF PUNJAB | BACHELOR IN ARTS | A |
| 2012 | RAWALPINDI BOARD | HSSC/ F.SC | C |
| 2009 | MIRPUR BOARD | MATRICULATION | B |

* **Skills**

Manual Driving License Dubai UAE

* **Computer Skills:**

1. MS Office
2. MS Excel
3. Windows
4. Software installation
5. internet explorer, downloading and browsing

* **Language known:**
* English
* Arabic
* Urdu
* Punjabi
* Hindi
* **Hobbies:**
* Playing Cricket and Football
* Watching Movies, internet browsing
* **PERSONAL DATA:**

Name : MUNEEB TARIQ

Gender : Male

Marital Status : Single