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**Sadiq Amin**

**Mobile :+971562809839**

 **:971523957241**

**E-mail : sadiqamin317@gmail.com**

 **Experience:5year Plus**

 ***Curriculum Vitae***

***APPLY FOR THE POST OF a DRIVER***

**Cover Latter:**

Respected Sir/ Madam,

I know I am fully capable of performing the duties of this position with excellence and look forward to the opportunity to further discuss my qualifications with you in person. Please feel free to contact me at your earliest convenience to set up an interview. Thank you so much for your time and consideration.

I have worked as a acting document controller in **Arkan Security Sultion Group.** I have 3 year experience as security officer in UAE.

**THANKS IN ADVANCE**

**Objective:**

A Suitable position with an organization where I can utilize the best of my skills and abilities that fit to my education, skills and experience; a place where I can be encouraged and permitted to be an active participant as well as a vital contributor to the development of the Company.

**QUALIFICATION:-**

* SSC (science) passed from Rawalpindi board, Pakistan (2009)
* HSSC (science) passed from Rawalpindi board, Pakistan (2011)
* B.SC (science) passed from Punjab university Lahore, Pakistan (2013)
* (All certificates attested by UAE Embassy)
* DPS pass from Dubai Police Academy.

**COMPUTER SKILLS:-**

* Computer basic knowledge like window installation, program installation, data entry and typing.
* Computer hardware
* Ms office ( Word, Excel, power point)
* Browsing Internet and mail.

**From March 2012 to March 2013**

**WORK EXPERIENCE AS A SECURTIY OFFICER**

**Transguard Group Security UAE** 

**Duration**  : JAN 2017– Present

 **Position**  : Work as Driver cash transaction Department.

**Responsabilités :**

* Customer Care Services.
* Control Room operator.
* Maintained record of control room documents and gate passes.
* Maintaining all the registers of reception, visitor and contractor.
* To coordinate access control with security.
* Maintaining all the Post registers.
* To coordinate access control with security.
* Firefighting equipment operating knowledge.
* Preparing incident/ accident reports on daily and periodic basis.
* Conduct random patrolling to ensure that same is being carried out and documented by guards.
* Key Control.
* Access Control.
* Dealing with the Management and Clients.

**WORK EXPERIENCE AS A Store Keeper & Q C Document Controller**

* **Aramex Corrier Company** 

**Client : RTA (Road Transport Authorities) **

**From July2014 to Dec 2016**

**Responsabilités :**

* Control & issue material.
* Received material from Supplier.
* Checked the Receipt Base on the PO.
* Arranging the items.
* Prevention the Items.
* Order the material as per require of the project
* Maintain the Record.

 **Teacher**

One year teaching experience in science subject in Welkin Grammar High School.

**INTREST:**

* Cricket
* Basketball.
* Computer.
* Books Reading

**Langages:**

* English: Spoken, written and read (Excellent)
* Urdu: Spoken, written and read (Mother Tongue)
* Hindi: Spoken (Excellent)
* Arabic Spoken
* Pushto Spoken, written and read (Mother Tongue)

**PERSONAL DETAILS:**

* Name Sadiq Amin
* Father Name Zarwali Khan
* Date of Birth 21-04-1992
* Religion Islam
* Nationality Pakistani
* Marital Status Single

**Passport Detail**

* Passport No DQ1205691
* Issue Date 09-07-2013
* Expire date 08-07-2018

**License Detail**

Place Of Issue Dubai

Date Of Issue 15-05-2016

Date of Expire 15-05-2026

**DECLRATION:**

 I hereby declare that all above given information is true and correct to best of my knowledge and believe.