

KASHIF NAEEM

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OBJECTIVE

Highly motivated professional with exceptional knowledge of security protocol, team surveillance and problem-solving to improve guest safety seeks position as Security Supervisor in security industry.

PERSONAL DETAILS

- Date of Birth : 25/12/1988
- Passport : BW9952823
- Driving Licence : 4166381 (#3) (Dubai)(UAE)
- Father Name : Muhammad Naeem Satti

EXPERIENCE

July 2019 -
January
2023

Skyline Security & Surveillance Services. Dubai , UAE

Security Supervisor

Developing and implementing security policies, protocols and procedures Monitoring surveillance equipment.

Managing data and making reports on incidents.

Plan and coordinate security operations for specific events.

Coordinate staff when responding to emergencies and alarms

Review reports on incidents and breaches.

Attend meetings, professional seminars, or conferences to keep abreast of changes in executive legislative directives or new technologies impacting security operations.

Monitor organizational compliance with regulations.

Analyze risks to minimize losses or damages.

Develop safety standards, policies, or procedures.

Informing violators of policy and procedures.

Prepare reports related to compliance matters.

Communicate organizational policies and procedures.

August
2018 - July
2019

Al Sama Security Services Dubai , UAE.

Security Officer (Sira Licenced)

Served as security officer and secured premises and personnel by patrolling property, monitoring surveillance equipment, and access points. Investigates security breaches, incidents, and other alarming behavior. Controls traffic by directing drivers. Completes reports by recording observations, information, occurrences, and surveillance activities.

9/2015 -
12/2016

Al luisie Trading (Muscat, Oman)

Adminitration Officer

Fullfill administration responsibilities in fast paced FMCG company, maintained customer relationships ,handled shipping and communication losgistics.Monitored and responded for client emails , increased customer retention.Inventory management, tacking goods throughtout the entire supply chain from purchasing to end sales. Stock management and valuation on Multiple Methods and maintaining daily / monthly Summaries of stocks. Critical Levels Reports, Stock Ageing, Basis Stock Journal, maintaining Sales and Purchase orders.Handled shipping communications, mentoring and coaching to develop logistics and supply chain practice team members.

July 2013 -
January
2014

TechnoGrid (Islamabad, Pakistan)

Team lead (Supervisor)

Traning and counseling of associates , maintaining the call escalations through effective coaching and support.Handle customer interactions per day, giving detailed, personalized, friendly, and polite service to ensure customer retention and satisfaction.Trained new employees in customer service script recitation, conflict resolution, and data entry practices.Proficient in video conferencing platforms and able to communicate with customers across a variety of channels.

SKILLS

- Operating Systems : Window/XP/VISTA, MAC,OS10 Microsoft Office: MS Word, Excel, Office, PowerPoint, Outlook Ms Office Document Imaging and Scanning – Advanced Management Skills : Social Media management (Instagram , Twitter , Google Analytics, Social media Advertising , Data Analytics. WMS Softwares (SAP,SIMS, HIMACHI, Epromise) Critical thinking / Problem Solving

EDUCATION

2014

Preston University

B. Tech (Bachelors in Technology)
3.8

2012

Punjab techical board , Lahore Pakistan

Associate Engineering
80 %

PROJECTS

- Power Alarm System (Security Systems)**
Plan installations by surveying and evaluating location, identifying installation requirements.Prepare for security alarm installations and coordinating schedules and perform configurations and installations of security system for businesses needs ranging from basic business level security systems to advanced systems designed for banks.Installed access panels and programmed systems for banks.

LANGUAGES

- English (Fluent) Hindi (Native) Arabic (Basic)

DECLARATION

- I hereby declare that the above written particulars are true to the best of my knowledge and belief.