



SYED HUSSAIN JAN

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Professional Summary

Looking for a challenging position where I can take on additional responsibilities with my extensive experience and proven management skills to achieve institutional efficiency goals. Security-focused and diligent guard skilled at protecting personnel and premises. Responds and acts appropriately to situational assessments, including criminal acts and fire and medical emergencies remaining alert, attentive and vigilant at all times. Anticipates trouble and takes steps to intervene and diffuse using keen eye for detail. I believe in hardwork, information sharing and teamwork.

Skills

- Advance MS Office
- word, excel, email
- Scanning & printing
- Typing and report writing
- Tally Accounting ERP
- Peachtree Accounting
- Conflict resolution techniques
- Emergency response
- File and records management
- MS Office proficiency
- Firearms expert
- Safety and security

Work History

07.2018 - Current

Security Officer

Ejadah Asset Management Group - Dubai, United Arab Emirates

Currently working as a Security Officer at JBR, Dubai at Tower Reception with following responsibilities :

Monitoring area through cctv system and Fire Al arm safety precautions. Maintaining records of residents, short term guests and visitors by making reports and sending to client management.

Observing for signs of crime or disorder and investigates disturbances.

Operating detecting devices to screen individuals, preventing prohibited articles within restricted areas.

Writing detailed reports on property damage, theft, presence of unauthorised persons and unusual incidences.

Patrolling facilities to prevent crime and unruly behaviour.

- Monitoring authorised and recorded entrance and departure of vehicles and visitors.

Inspecting fire escapes, extinguishers and emergency lighting systems.
Signing and issue passes to visitors and contractors.
Reporting suspicious activities and persons to law enforcement for appropriate incident management.

01.2015 - 10.2017

Cashier and Sales Supervisor

Al Jessour Building Materials and trading LLC - Dubai, United Arab Emirates

Worked collaboratively with team members, championing proven techniques for closing sales, cross-selling and upselling.

Analysed sales data to define weekly quotas for multiple departments, assessing potential areas of growth.

Organised and coordinated sales team schedules, helping staff meet company and client expectations.

Collected customer and market feedback and reported information to company leadership.

Analysed sales to identify top-performing products.

Coached team members to reach and exceed weekly and monthly sales goals.

Updated training materials and operational procedures to deliver consistent sales growth.

Promoted exceptional customer service by engaging clients on sales floor, building positive rapport, answering product queries and handling complaints.

Developed new ideas and thought creatively to grow business and enhance profitability and revenue.

05.2013 - 10.2014

Accountant

HRL - Islamabad, Pakistan

Prepared Profit and Loss statements, monthly closing and cost accounting reports

Balanced Monthly reports and Proposals for the use of junior and senior financial Managers.

Updated journal entries and accounts on accrual basis with Peachtree software.

Analysed monthly reporting to reconcile production operations and general ledger.

Created periodic reports comparing budgeted costs to actual costs.

Maintained integrity of general ledger, including chart of accounts.

Analysed monthly balance sheet accounts for corporate reporting.

Checked and imported payroll and pension data to pay salary deductions.

06.2011 - 08.2011

Internship Trainer

National Bank of Pakistan - Kohat, Kpk, Pakistan

Received and counted cash at the beginning and at the closing of shifts

Received cash and checks for slip deposit

Performed spacialized tasks like preparing and verifying checks and personel money orders

Verified and Received loan and utality bills payment.

Planned and facilitated training programs, workshops and webinars for personnel.

Documented observations and client communications to develop better training techniques.

Collected testimonials from interns and sent thank you cards.

Education

- 12.2012 Bachelor of Business Administration, BBA Hons Degree 16 Years education in Finance., Gomal Universty - D I Khan,Kpk, Pakistan
- 08.2007 Certificate of Higher Education, HSCC FSC Pre- Medical, Al Asar Public School and College - Kohat,Kpk, Pakistan
- 08.2005 Certificate of Higher Education, SCC Science Subjects, Al Asar Public School and College - Kohat,Kpk, Pakistan

Languages

Hindi, English, Urdu Native

Interests And Hobbies

Internet ,Reading Newspapers,Exercise,Playing Cricket and Outing

Certifications

ITPB English Certificate
Tally Accounting Certificate
Peachtree Accounting Certificate
Govt of Dubai SIRA Certificate