

CURRICULAM VITAE

FARZAND ALI KHAN

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I. OBJECTIVES:

A highly motivate, energetic and results-oriented professional. A quick learner who contributes to the organization through talents for prioritizing, handling pressure and building strong client/customer relationships based on enthusiasm and dedicated personal style. An excellent team player with ability to handle high volume and multiple tasks with full attention to detail that can positively impact an organization.

❖ UAE Driving License: (Light Motor Vehicle Automatic)

License Number # 3823675 Place of Issue: Dubai

Issue date: 12/05/2018 Date of Expiry: 12/05/2025

II. WORK RELATED EXPERIENCE:

DUBAI, UAE

Position : CONTROL ROOM OFFICER

Period : 01st June, 2014 to till date

Company : AL MANAL SECURITY LLC, Dubai, UAE

Place of Duty : AMS 24/7 Command Center, Dubai, UAE.

Scope of Work:

1. Answering telephonic quires & calls 24/7 in a professional manner.
2. Maintain all the log book & necessary documents in control room.
3. Responsible for CCTV recording and camera issues in the staff accommodation.
4. Coordinate with Patrolling Supervisor and Site in-charges regarding on duty guards situation and act accordingly.
5. Divert the emergency calls to operations team during emergencies.
6. Maintain proper record all minor and major accident and incident in log book.
7. Maintaining duty rosters and attendance.
8. Access control of staff, visitors and contractors in the staff accommodation.

9. Report incidents in the accommodation.
10. Following up on drivers timing & schedule and make sure there is always immaculately clean.
11. Follow up on guards, checking for their turnout before they report for duty and making sure all are reporting for duty to their site on time, if absent arrange his replacement and report to Operations.

Position : SITE SECURITY SUPERVISOR

Period : 01st February, 2013 to 30th May, 2014

Company : AL MANAL SECURITY LLC, Dubai, UAE

Place of Duty : Azadea Group LLC, Dubai Mall, UAE.

Scope of Work:

1. Always follow the instruction given by Operations Manager.
2. Set personal example by punctual, honest, professional and being discipline. Always wear neat and proper uniform.
3. Must be familiar with all rules & regulations from the regulatory authorities & company.
4. Awareness about duties & responsibilities of guards and their duty locations.
5. Check the turn out and general discipline of the guards.
6. Regularly carry out uniform inspections and ensure all guards are wearing clean and proper uniform all the time.
7. Train & motivate the guards on the site as per instructions by speaking to them on personal level. Listen to their genuine grievances, solve them or bring to the notice of Operations.
8. Checking log books and other documents and brief guards to ensure they understand the job properly and awareness to deal with any possible emergencies i.e. fire, accident, etc.
9. In case of any emergency at any site, take corrective action as per the situation and report immediately to Operations.
10. In case of any incidents reported, inform Operations, carry out initial investigation and report to Operations for details investigation and for further action. Coordinate with Police and other law enforcement agencies as per the situation.
11. Introduce reliever / guards to the Client before deployment; train them as per site instructions.
12. Coordinate with Control Room Officers and Camp Boss regarding on duty guards situation and act accordingly.
13. Make sure day to day operations are working smoothly and without any client complaints.
14. Assist Operations for Performance appraisal.

Position : SECURITY OFFICER

Period : October, 2010 to 31st January, 2013

Company : AL MANAL SECURITY LLC, Dubai, UAE

Place of Duty : Dubai Metro Green Line Project/ Sharjah Megamall

Scope of Work:

1. Ensure safety and security of the Clients premises and bring to the notice of client any suspicious activities or observations.
2. Provide emergency assistance in case of fire, evacuation, medical emergencies and take necessary action and to answer emergency calls accordingly.
3. To ensure the proper check and maintenance of critical safety equipment like extinguishers, detectors, fire panel, public announcement system (PA) system, first aid boxes and emergency phone line.
4. To ensure all the emergency exits are clear and up to the mark.
5. To prevent and detect criminal activities for the premises under my control.
6. Responsible for the premises under my control to ensure all instructions and rules set by Client are implemented.
7. Liaison with the management and Local Law Enforcement Authorities when needed.
8. Attending the customers' requirements, inquires and complaints.
9. Prevent unauthorized entry into the premises.
10. Maintain logs and documents as per the site requirements- incident report, material in & Out, Key issue etc.
11. Submitting security reports to the management.
12. Maintain high standard of personnel hygiene and uniform turnout.

PAKISTAN:

- **Men of Steel Security Pvt. Ltd:** Worked as Security Supervisor. May 2007 to July 2010.
- **Basic Education for Afghan Refugees (BEFER):** Worked as a Teacher. April, 2004 to March 2006.

III.PASSPORT DETAILS:

Passport Number: UD4116442

Issue Place: Pakistani Embassy at Dubai

Date of Issue: 02/02/2015

Date of Expiry: 31/01/2025

IV. TRAINING / WORKSHOP ATTENDED:

- **SIRA LICENSE** approved by Security Industry Regulatory Agency, Dubai UAE October, 2019.
- **POD Training** approved by Dubai Police Academy, October, 2019.

- **FIRE SAFETY FUNDAMENTALS & PROPER USE OF FIRE EXTINGUISHERS** successfully completed from Emirates Civil Defence Academy, Dubai, UAE. July, 2016.
- **NSI Training Course** approved by Ministry of Interior, National Security Institute UAE
- **PSBD License** approved by Ministry of Interior, Private Security Business Department UAE to provide the security services as per international standard in UAE from National Security Institute. October 2011.
- **Dubai Metro SSO TRAINING** certified by Mitsubishi at Dubai UAE, October 2010.
- **INTERNATIONAL AWARD FOR SECURITY PERSONNEL TRAINING COURSE** approved by Dubai Police UAE to provide the security services as per international standard in the gulf region from Dubai Police Academy. October 2010.
- **SECURITY OFFICERS TRAINING** to provide the security services from Al Manal Security LLC, Dubai. October 2010.

V. EDUCATIONAL QUALIFICATION:

Matriculation : From BISE Mardan, Pakistan (2003).

H.S.S.C : From BISE Mardan, Pakistan(2006).

Basic course in Computer Application Software.

VI. PERONAL PROFILE:

- Nationality : Pakistani
- Date of Birth : 23/04/1986
- Sex : Male
- Marital Status : Married

VII. Languages known:

English, Urdu, Pashto and Arabic (Basic)

VIII. SPECIAL STRENGTH AND SKILL:

- Hard working, Dynamic, Sincere, Enthusiastic and Confident approach to all new challenges.
- Self-motivated willingness to learn more high level of adaptability.
- Ability to work independently, handling multiple tasks and assignments simultaneously.

I hereby declare that whatever I have furnished above is true to the best of my knowledge.

FARZAND ALI KHAN

